

# Long Service Appreciation Letter Template

Subject: Celebrating [Employee's Name] - [Number] Years of Dedication

Dear [Employee's Name],

I hope this letter finds you in good health and high spirits. It is with great pleasure and gratitude that I write to you today as we celebrate your [number of years] years of dedicated service with [Company Name]. This significant milestone is a testament to your unwavering commitment and the invaluable contributions you have made to our organization.

Throughout the years, you have consistently demonstrated exceptional [mention specific skills or qualities] that have played a pivotal role in our success. Your [mention specific achievements, projects, or initiatives] stand as shining examples of your hard work and dedication.

Your professionalism, positive attitude, and willingness to go above and beyond have not only enriched our workplace but have also inspired your colleagues. You lead by example and set a standard of excellence that we all strive to achieve.

Your tenure with us has witnessed the growth and transformation of our company, and your contributions have been instrumental in our journey. Your expertise, passion, and adaptability have helped shape the success we have achieved thus far.

On behalf of the entire team at [Company Name], I want to express our deepest gratitude for your years of service. We value your dedication and the positive impact you have had on our organization.

As we celebrate this milestone, we look forward to many more years of collaboration, innovation, and shared success. Your continued presence strengthens our team and reaffirms our commitment to excellence.

Once again, thank you for your outstanding service.

Warm regards,

[Your Name]

[Your Position]

[Company Name]