

Long Service Appreciation Letter

[Your Name]

[Your Title]

[Your Company/Organization]

[Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Title]

[Employee's Department]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Long Service Appreciation

I am writing to express our heartfelt gratitude and sincere appreciation for your dedicated service and unwavering commitment to [Company/Organization Name]. Your [number of years] years of service mark a remarkable milestone that deserves recognition and celebration.

Throughout your tenure with us, you have exhibited exceptional professionalism, dedication, and enthusiasm. Your contributions have played a pivotal role in the growth and success of our organization. Your hard work, innovative ideas, and continuous efforts have not only enriched our team but have also set an inspiring example for your colleagues.

Your journey with [Company/Organization Name] has been marked by countless achievements and significant accomplishments. Your consistent performance, resilience, and ability to adapt to

challenges have been instrumental in [mention specific projects or initiatives where their contribution was notable].

As you reflect on this milestone, please know that your dedication has not gone unnoticed. We are deeply grateful for your contributions, your positive attitude, and your ability to inspire those around you. Your presence has truly enriched our workplace, and we are fortunate to have you as a valued member of our team.

To express our appreciation, we would like to present you with a token of our gratitude as a symbol of the lasting impact you've made on our organization. Please accept this [gift/item] as a small gesture of our heartfelt thanks.

Once again, congratulations on achieving this remarkable milestone. We look forward to many more years of your valuable contributions and continued success within our team.

Thank you for being an integral part of [Company/Organization Name].

Warmest regards,

[Your Name]

[Your Title]

[Company/Organization Name]