

Length of Service Recognition

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to recognize and celebrate your remarkable service of [number of years] years with [Company Name]. Your dedication, professionalism, and commitment have greatly contributed to our success.

Throughout your tenure, you have consistently demonstrated [mention specific traits or accomplishments], and your efforts have not gone unnoticed. We appreciate everything you do for our team.

As a token of our gratitude, we would like to present you with [insert details about any awards, gifts, or recognition events].

Thank you for being a vital part of our organization. We look forward to many more years of working together.

Sincerely,

[Your Name]

[Your Position]

[Company Name]