

Letter of Appreciation

Date: _____

Dear [Employee's Name],

On behalf of [Company/Organization Name], I would like to extend our heartfelt appreciation for your dedicated service over the past [number of years] years. Your commitment and passion have greatly contributed to our success and have inspired those around you.

Your hard work, reliability, and professionalism are a testament to your character, and we are incredibly fortunate to have you as part of our team. As a token of our gratitude, we are pleased to present you with the Long Service Award.

We look forward to celebrating many more milestones with you in the future.

Thank you once again for your outstanding contribution.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]