

Long Service Recognition Letter

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

On behalf of [Company Name], I would like to take this opportunity to express our heartfelt gratitude for your dedicated service over the past [number of years] years. Your commitment and loyalty to our organization have significantly contributed to our success, and we are truly grateful for your efforts.

During your tenure, you have consistently demonstrated professionalism, integrity, and a strong work ethic. Your achievements and contributions have not gone unnoticed, and it is with great pleasure that we recognize your long-standing service.

As a token of our appreciation, we are pleased to present you with [describe any awards or gifts] and to celebrate this milestone at [mention any upcoming event or gathering].

Thank you once again for your exceptional dedication to [Company Name]. We look forward to many more successful years together.

Sincerely,

[Your Name]

[Your Position]

[Company Name]