

Long Service Awards Announcement

Dear Team,

We are excited to announce the upcoming Long Service Awards Ceremony to honor our dedicated employees who have reached significant milestones in their careers with us.

The ceremony will take place on **[Date]** at **[Time]** in **[Location]**.

We will recognize employees who have completed **[5, 10, 15, ...]** years of service and celebrate their contributions to our success.

All employees are invited to attend and show their support for their colleagues. Light refreshments will be served.

Thank you for your hard work and commitment to our organization.

Sincerely,

[Your Name]
[Your Position]
[Company Name]