

Official Announcement of Long Service Recognition

Date: [Insert Date]

To All Staff,

We are pleased to announce that [Employee Name], who has been an integral part of our team for [number of years] years, will be recognized for their long service on [date of recognition event].

Join us in celebrating this significant milestone and showing our appreciation for [Employee Name]'s dedication and contributions to [Company Name]. The recognition event will take place at [location] at [time].

We encourage everyone to attend and express your gratitude to [Employee Name] for their continued commitment to excellence.

Thank you for your support in making this event memorable.

Sincerely,

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