

# Letter of Acknowledgment for Years of Service

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to take this opportunity to recognize and celebrate your invaluable contributions to [Company Name] over the past [number] years. Your dedication, hard work, and commitment have played a significant role in our success.

Throughout your tenure, you have consistently demonstrated excellence in your work, and your ability to [mention specific achievements or qualities] has not gone unnoticed. We are grateful for your loyalty and service.

On behalf of the entire team, we would like to express our heartfelt appreciation for your efforts. We look forward to many more years of your continued excellence and success at [Company Name].

Thank you once again for your commitment and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]