

# Service Anniversary Recognition Letter

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

We are pleased to acknowledge your [number] years of dedicated service with [Company Name]. Your commitment and hard work have significantly contributed to our success, and we are truly grateful for all that you do.

As we celebrate this milestone, we want to take this opportunity to thank you for your contributions and to express our appreciation for your loyalty and dedication to our team.

To commemorate this special occasion, we invite you to a celebration on [Insert Event Date] at [Insert Event Location/Format].

Congratulations on reaching this significant milestone in your career. We look forward to celebrating with you and many more successful years ahead!

Sincerely,

[Your Name]

[Your Title]

[Company Name]