

Employee Service Milestone Recognition

Dear [Employee's Name],

Congratulations on reaching a significant milestone in your career with [Company Name]! We are thrilled to acknowledge and celebrate your [number] years of dedicated service.

Your commitment and hard work have greatly contributed to our success, and we appreciate your contributions to the team. [Optional: mention a specific achievement or project related to the employee.]

As a token of our appreciation, we would like to invite you to a recognition ceremony on [date] at [time] in [location]. Please join us as we honor you and your accomplishments.

Thank you once again for your hard work and dedication. We look forward to many more successful years together.

Warm regards,

[Your Name]

[Your Position]

[Company Name]