

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Congratulations to Employee on 5-Year Anniversary

Dear :

Congratulations! On {date} you will have been employed with {company} for five years. This is quite an accomplishment. We would like to say thank you for all your hard work. You have been much appreciated.

Sincerely,

N A M E