Dear Team Member,

At [company name], we realize that our employees are our greatest asset, and we are delighted to honor your dedicated service and commitment to this organization. It is our employees who uphold our corporate principles, demonstrate our vision of *working for a better future for people,*deliver on our customer promise and make us the passionate organization we are today.

The success of our organization is a direct result of your efforts and dedication.  Your commitment to quality and personal and professional integrity is the differentiating factor that sets us apart from our competition.

On behalf of [company name], it is with great pride and admiration that we congratulate you on this service anniversary milestone.  Today, we celebrate you and your individual and collective contributions to our success, and we look forward with great expectancy to many more good years to come.

Sincerely,

CEO