Dear [Full Name],

On behalf of everyone at [company name], we offer our congratulations as you celebrate a significant anniversary of our employment with us.

We know that our growth and success is dependent on having devoted and capable team members such as you, and we want to recognize the contributions you have made in helping us achieve our goals.  To honor your years of service with [company name], we invite you to make an award selection from the enclosed brochure.  You may make your selection by following the enclosed ordering instructions.  We hope that this award will always remind you of our appreciation for your hard work and dedication.

Thank you for all you have done for [company name] during your years of service and for your ongoing commitment to our success.

Sincerely,

President