**APPRECIATION LETTER**

**[Your Name]   
[Your company’s name]  
[email]  
[phone number]**

**[Date]**

Dear **[Employee Name]**

I want to personally congratulate you on such a significant year of the anniversary of your engagement with **[company name].** We greatly appreciate your dedicated years of service and loyalty to our company.

You might not know this, but we are aware of all your efforts and hard work, and we cannot thank you enough. We value all your sacrifices in helping this company grow to where it is today. You really went above and beyond to help this company reach its full potential.

Thank you for all your contributions and all the little things you do each day to help in our respective works.

Sincerely,

**[Your signature]**

**[your name]**  
**[email]  
[phone number]**