**Work Anniversary Letter Format**

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| **Work Anniversary Letter**  Dear [Employee Name],  Congratulations on your [X] years of employment!  Over the years, you have done so much for our organization. I believe I can speak for the entire team when I say that we are ecstatic to have you here.  It's inspiring to see how you've developed from [initial job position] to [promoted job position] to [current job position]. It only goes to show what can be accomplished when you commit to lifelong study and achievement. You've made so many improvements throughout the years that the company as a whole has benefited. Mr.[Employee Name], we are excited to have you with us.  Have a happy work anniversary from everyone at [Company Name].  Gratefully,  [Your Name]  [Designation] |

**Work Anniversary Letter Example**

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| **Work Anniversary Letter**  Dear Mr. Aman Shah,  Congratulations on your 5 years of employment!  Over the years, you have done so much for our organization. I believe I can speak for the entire team when I say that we are ecstatic to have you here.  It's inspiring to see how you've developed from associate to team leader to training manager. It only goes to show what can be accomplished when you commit to lifelong study and achievement. You've made so many improvements throughout the years that the company as a whole has benefited. Mr. Shah, we are excited to have you with us.  Have a happy work anniversary from everyone at XYZ Solutions Pvt. Ltd.  Gratefully,  Divyam Patel  HR Manager |

**Format 1**

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| **[Sender’s Name]**  [Address Line]  [State, ZIP Code]  **[Letter Date]**  **[Recipients Name]**  [Address line]  [State, ZIP Code]  **[Subject: Normally bold, summarizes the intention of the letter]**  Dear [Recipients Name],  Well done! [X] years of working for the [Company Name] is a significant landmark. Your years here have shown how success can be brought about through hard work. Regarding sales figures, no one has yet to achieve your benchmark numbers. We are glad to know that we have such a loyal and hardworking individual working for us.  We have enclosed a [reward, for example, gift certificate] to show a small amount of the appreciation that we feel. We hope that you continue to be happy in all that you do, and we look forward to further successes.  Sincerely,  [Sender's Name]  [Sender's Title] |

**Format 2**

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| [DATE]  [CONTACT NAME]  [ADDRESS]  [ADDRESS 2]  [CITY, STATE/PROVINCE]  [ZIP/POSTAL CODE]  OBJECT: CONGRATULATIONS ON YOUR [X]-YEAR ANNIVERSARY    Dear [CONTACT NAME],  It seems like yesterday but [DATE] will mark your [X] anniversary as a valued member of the [NAME OF FIRM]. We would like to take this opportunity to thank you for these past [X] year(s) of fine workmanship and company loyalty.  We know that the growth and success of our company is largely dependent on having strong and capable staff members, such as yourself, and recognize the contribution you make in helping us maintain the strong position we enjoy in the industry.  We are hoping that you will remain with us for many years to come and would like to offer our congratulations on this anniversary.  Sincerely,  [YOUR NAME]  [YOUR SIGNATURE]  [YOUR TITLE] |

**Format 3**

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| From  [HR Signatory Name] [DD/MM/YYYY]  [HR Signatory Designation]  [Office Address]  To  [Employee Name]  [Address Line 1]  [Address Line 2]  [Address Line 3]    Dear [ Employee Name ],    **Sub: Celebrating Your Work Anniversary at [ Company Name ]**,    Heartiest Congratulations on completing [an / another] year at [Company Name]. We are extremely happy to celebrate your Work Anniversary.    We also appreciate your consistent contribution by maintaining the Company’s business strategy and team’s interests to the fore in all you do. We look forward to many more happy and successful years with you.    Regards  [HR Head] |