**Work Anniversary Email**

| **Subject:** Congratulations on your [number of years] work anniversary.  Dear [Employee Name],  Congratulations! Celebrating your [years] work anniversary. You are with the company from [number of years]. You have been an asset to the company and have made a great contribution to the company and particularly the department’s growth during your tenure in the company.  Your work notably as a [mention the area], where you have always been an idol whom everyone can follow. We appreciate your great commitment and hard work towards the company.  A certificate is enclosed with the letter as a certificate of appreciation to encourage you in celebrating this unwavering milestone. We wish you good luck and prosperity in the upcoming years with us.  Best Wishes, [Your Name] |
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| Subject: Celebrating your [X] years work anniversary!!  Greetings, [employee name],  You became a member of our team [x years] ago. We were ecstatic to have such a youthful and eager professional join [business name], and our expectations have been exceeded since years.  You are a dedicated, intelligent, and motivated individual who has contributed to a number of projects at our firm. We would like to give you the opportunity to grow with us in a new capacity as [role name] since we are delighted that you have joined our team.  This promotion comes with a training package, as well as increased responsibilities and income. We hope this demonstrates our faith in your abilities and that you see this as a good opportunity to enhance your career as well.  You are welcome to visit my office at any time for more information.  Happy work anniversary, and have a wonderful day!  Best regards,  [your name] |
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