**Birthday Wish Letter Format**

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| **Birthday Wish Letter**  [Name of the Employee]  [Job Title]  Date [DD/MM/YYYY]  Mr. (Name of honoree)  Your birthday is a very special occasion that the firm cannot overlook, so please accept our heartfelt congratulations on behalf of the entire organization. We're all thrilled to have you on board, and we want you to know how much we appreciate you.  We are thrilled to be able to celebrate this great day with you, and we are thrilled to have you as part of the team. We wish you a day filled with surprises and rewards.  We anticipate that your day will be wonderful from start to finish, and that you will feel incredibly blessed and special. We want you to achieve your goals and be extremely happy, and we hope that we can contribute to some of that enjoyment.  We extend you our warmest hugs and want you to know that we are always here for you, so please don't hesitate to contact us with any concerns or suggestions. We want you to stay happy all of the time.  Our entire corporate family at (Company name) wishes you a very happy birthday and sends you our warmest greetings on your special day.  Sincerely yours,  [Manager’s Name] |

**Employee Birthday Wish Letter Example**

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| **Birthday Wish Letter**  Mr. Aman SIngh  Senior Sales Manager  Date - 13/05/2021  Mr. Aman  Your birthday is a very special occasion that the firm cannot overlook, so please accept our heartfelt congratulations on behalf of the entire organization. We're all thrilled to have you on board, and we want you to know how much we appreciate you.  We are thrilled to be able to celebrate this great day with you, and we are thrilled to have you as part of the team. We wish you a day filled with surprises and rewards.  We anticipate that your day will be wonderful from start to finish, and that you will feel incredibly blessed and special. We want you to achieve your goals and be extremely happy, and we hope that we can contribute to some of that enjoyment.  We extend you our warmest hugs and want you to know that we are always here for you, so please don't hesitate to contact us with any concerns or suggestions. We want you to stay happy all of the time.  Our entire corporate family at XYZ Solutions Pvt. Ltd. wishes you a very happy birthday and sends you our warmest greetings on your special day.  Sincerely yours,  Aakrati Mishra  HR Manager |

**Format 1**

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| [Date]  To,  Subject – Happy Birthday [Employee Name]!  Dear Mr./Mrs. [Employee Name],  Happy Birthday Mrs./Mr. [Employee Name]. We want to personally thank you for your continuous effort and dedication. You have been an \_\_\_\_\_ figure for several employees and a dependable employee for the company.  We’d like to take this opportunity to thank you for your continuous effort and growth with our company. To show you our appreciation we’ve prepared a gift basket for you. Please find it on your desk tomorrow.  We can happily say that the company and your team are glad to have you on board. We hope to see you have a prosperous year ahead.  Warm regard,  [Your Signature]  [Your Name]  [Designation] |

**Format 2 - Email Template**

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| To - [recipient’s email address]  From - [sender’s email address]  Subject: Happy Birthday [Employee Name]  Dear [Employee Name],  We value your special day just as much as we value you. On your birthday, we send you our warmest and most heartfelt wishes.  We are thrilled to be able to share this great day with you, and glad to have you as a valuable member of the team. We appreciate everything you’ve done to help us flourish and grow.  Our entire corporate family at [Company Name] wishes you a very happy birthday and wishes you the best on your special day!  Regards,  [Company Name] |

**Format 3**

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| **Birthday Wish Letter**  Date  Dear [Employee Name]  On behalf of all at <Company Name>, wishing you a great birthday that  blooms with beautiful surprises and happy moments.  Have a wonderful day!  Cheers  Regards  [Your Name and Designation] |