

## AdventureWorks

World Headquarters  
555 Acme Rd.  
Acmeville, XX USA

May 13, 2021

David M Bradley  
3768 Door Way  
Redmond, Washington 98052

Dear David,

We sincerely congratulate you on completing 10 years of service! You are a consistent and reliable employee. Having you here as Marketing Manager is truly our pleasure.

Throughout the years we've witnessed your significant professional development. Hard work and diligence have earned you a respected place among employees. As your superiors admire you for your work, your colleagues also speak very highly of you. We are grateful to you for your service.

We expect you will continue to work with the same level of diligence and passion towards your work. We look forward to working with you for many years to come.

Once again, congratulations on your 10th anniversary as an esteemed employee.

Sincerely,

*Signature*

Adventure Works - VP

P.S. As a token of our appreciation please see your enclosed special anniversary gift.

## AdventureWorks

World Headquarters  
555 Acme Rd.  
Acmeville, XX USA

May 13, 2021

Sheela H Word  
535 Greendell Pl  
Sammamish, Washington 98074

Dear Sheela,

We sincerely congratulate you on completing 10 years of service! You are a consistent and reliable employee. Having you here as Purchasing Manager is truly our pleasure.

Throughout the years we've witnessed your significant professional development. Hard work and diligence have earned you a respected place among employees. As your superiors admire you for your work, your colleagues also speak very highly of you. We are grateful to you for your service.

We expect you will continue to work with the same level of diligence and passion towards your work. We look forward to working with you for many years to come.

Once again, congratulations on your 10th anniversary as an esteemed employee.

Sincerely,

*Signature*

Adventure Works - VP

P.S. As a token of our appreciation please see your enclosed special anniversary gift.