[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: YOUR 5-YEAR ANNIVERSARY - CONGRATULATIONS**

Dear [CONTACT NAME],

Time passes so quickly but [DATE] will observe your fifth anniversary as a valued member of the [NAME OF COMPANY]. We would like to make this occasion a time to thank you for the past five years of company loyalty and fine workmanship.

We acknowledge that the success and growth of our company is mainly dependent on having solid and talented staff members, such as yourself, and recognise the contribution you make in helping us maintain the strong position we have 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.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]