

Congratulatory Letter for Employee Anniversary

This package contains:

1. Instructions & Checklist for a Congratulatory Letter for Employee Anniversary
2. Congratulatory Letter for Employee Anniversary

Instructions & Checklist for Congratulatory Letter for Employee Anniversary

- This package contains (1) Instructions & Checklist for Congratulatory Letter for Employee Anniversary; and (2) Congratulatory Letter for Employee Anniversary;
- This form is designed to assist you in drafting a letter for when you wish to congratulate an employee on their work anniversary.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Congratulations on your [Length of Time] anniversary at [Company Name].

As you reach this milestone, I want to take the opportunity to thank you for your ongoing service. I hope that you look back on your time at [Company Name] with fondness and good memories. In addition, I look forward to continuing to work with you in the future. You truly are an asset to our team.

Again, congratulations on [Length of Time] of exemplary service!

Sincerely,

[Your Name]