

Letter to Note Employee Anniversary

This package contains:

1. Instructions & Checklist for a Letter to Note Employee Anniversary
2. Letter to Note Employee Anniversary

Instructions & Checklist for Letter to Note Employee Anniversary

- This package contains (1) Instructions & Checklist for Letter to Note Employee Anniversary; and (2) Letter to Note Employee Anniversary;
- This form is designed to assist you in drafting a letter for when you wish to note an employee's 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]:

As you are probably well aware, [Date] marks the [Length of Service] anniversary of your time here at [Company Name].

I would like to take this opportunity to acknowledge your service here. We appreciate having you as a part of our team. In addition, we look forward to our continuing work together.

Again, congratulations on reaching this milestone.

Sincerely,

[Your Name]