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to content Free shipping on orders over \$35! It's important to let your employees know how much you value their loyalty. A letter of thanks along with the long service award adds a personal touch that shows you truly care. However, finding the right words to appreciate an employee's service can be difficult. So we've created templates for letters expressing appreciation for different years of service. We've also added subject lines for those who prefer to send these out as e-mails. 1 Year of Service Subject: Thanks for choosing Acme Dear John, It's your 1st anniversary with Acme Industries! I am glad you decided to join us and grow with us. You are a great addition to our team and we look forward to growing together in the future. Happy work anniversary! Regards,Fred YoungPresident, Acme Industries 3 Years of Service Subject: Happy 3rd Work Anniversary, John! John, Congratulations on your 3rd Year Work Anniversary at Acme Industries. It is with great pleasure that I congratulate you on this milestone. Please know that you are an important member of our team and your abilities and contribution are an important part of our continued success. People are our greatest asset. Thank you for all you do. Sincerely,Fred YoungPresident, Acme Industries 5 Years of Service Subject: Congratulations on 5 Years of Service Dear John, On behalf of everyone at Acme, I congratulate you on your 5th anniversary with Acme Industries. It's your 5th anniversary with Acme Industries! I am glad you decided to join us and grow with us. You are a great addition to our team and we look forward to growing together in the future. Happy work anniversary! Regards,Fred YoungPresident, Acme Industries 7 Years of Service Subject: Happy 7th Work Anniversary to you! This does seem a good time for me to acknowledge that we are truly lucky that you have for stayed with us through the years. The successful growth of Acme is the direct result of you, our valued employees. Your contributions serve as a vital link in the chain which drives our business operations. In recognition of that commitment, I am pleased to present you with the Excellence in Service Award. We applaud the determination and effort you have demonstrated during your time with us. We look forward to seeing all of the great things we know you will accomplish in the upcoming years! Gratitude and regards,Fred YoungPresident, Acme Industries 10 Years of Service Subject: A decade of outstanding service Dear John, Congratulations! Today, you complete 10 years of service with Acme, a significant milestone in your career and also an important day for our company. On this special occasion, we would like to honor a decade of outstanding service during which you have made impressive contributions that have shaped us into an industry leader. Your hard work and commitment is evident, and your journey from a management trainee to Vice President (Marketing) serves as inspiration to each of us at Acme Industries. The company applauds you for your glorious performance and we would be presenting you with a Service Award at the upcoming all-hands meeting. We also look forward to hearing anecdotes from your journey. Thank you for your invaluable contribution. I look forward to celebrating future successes together. Sincerely,Fred YoungPresident, Acme Industries 15 Years of Service Subject: Congratulations and thank you John, On behalf of the Acme Industries Before you go: Are you looking to change the Service Awards at your organization? If yes, you should consider our ongoing service awards. Take a good look at our latest, exciting new design and you will be able to make a selection. The employee who is with you for 15 years is a valuable member of your team and your career. It is a matter of pride to have you as part of our team members, having not just witnessed the growth of the organization, but also having played a vital role in shaping it to what it is today. Our values-based rich heritage belongs as much to you as it does to us, and I am sure that as you look back and recount memories of the path that we have traversed, your heart will be full of pride at how far we have come. John, you symbolize all that we stand for and we are happy that you have as you an integral part of your professional journey. I am honored to have you as part of our legacy and would like to express my gratitude for walking the extra mile each time you have been called upon. We thank you once again on completing 15 glorious years with Acme Industries. Here's wishing us an even more successful partnership ahead and may we enjoy many more years of togetherness. Regards,Fred YoungPresident, Acme Industries 20 Years of Service Subject: 20 years of exemplary service Dear John, For more than 60 years, Acme Industries has embraced its mission to create 'better technology' for the world. During this journey, we have had a fair share of ups and downs, all of which have only made us a better and more successful organization. However, the real foundation on which the organization has been built is the value-driven service and loyalty of it's people. Thank you for 20 years of exemplary service in bringing our Mission, Vision and Values to life. Since you joined, Acme has expanded in to 30 countries, the team has grown from 75 to 3000, our revenues have grown 75 times, and we have earned the love and respect of over 150 million customers. I know that none of this would have been possible without you. Also, my heartfelt congratulations to you for reaching this important milestone. I know that all of Acme colleagues are family to you and this is your second home. Thank you for all of the motivation and encouragement you've given us throughout the years. May you continue to inspire us for many years to come. Regards,Fred YoungPresident, Acme Industries Before you go: Are you looking to change the Service Awards at your organization? If yes, you should consider our ongoing service awards. Take a good look at our latest, exciting new design and you will be able to make a selection. The employee who is with you for 20 years is a valuable member of your team and your career. It is a matter of pride to have you as part of our team members, having not just witnessed the growth of the organization, but also having played a vital role in shaping it to what it is today. 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