

# Example Appreciation Letters

## Long Service Awards

### **Congratulations!**

On your career milestone, we appreciate the part you play in maintaining our performance standards and commitment to excellence. We know that achievement and success aren't by accident. Breakthroughs come after spending what seem like hours of hard work and trying new ideas.

### **Congratulations on reaching a service milestone with [company name]**

Our values and principles are Excellence in Service, Through Innovation, By People Who Care. The service award symbolises the time you've given to help us as we pursue those values and principles. It is also a token of appreciation for the part you've played in making the company what it is today. Your talents and efforts already have helped us achieve excellence in many areas.

As you celebrate your service anniversary, please accept my thanks. I hope the award you choose is one you will be proud to use and that it will remind you of the company's appreciation.

Your sincerely,  
CEO

### **Congratulations on Your 5 Years of Service**

Dear Colleague,

Congratulations! This year marks a significant milestone in your service to [company name].

As a symbol of our appreciation of your years of service to the firm, I invite you to select an item of your choosing from the following award selections. I will be presenting these awards personally at our upcoming party.

Thank you for your contributions to the company. You are a valuable member of the team.

Jane Smith  
Managing Director

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## Long Service Awards

### **25 Years of Service**

Dear Associate,

Congratulations on your tenure recognition award achievement as you celebrate a significant anniversary of your employment at [Company Name]. Clearly, reaching this milestone is a very special occasion for you. It is also a very special occasion for our health system since it is a testimony of your loyalty to our business over the years.

You are a valued member of our team and your continued contributions are vital for [Company Name] to continue to be successful in meeting our stated Mission, Vision and Values. All of our organisational achievements are made possible because of your individual efforts as well as the efforts of your team members.

In appreciation for your 25 Years of Service, we invite you to select a gift that reflects your service and dedication to [Company Name]. We are quite pleased to present this award and gift to say thank you for the thousands of little things you do every day that add to the high quality care for our patients and residents!

Again, Thank You for your hard work and much dedication. We look forward to your ongoing contributions and a bright and successful future together.

Sincerely,

Human Resources