Dear Amy,

Congratulations and thank you for your years of service!  You will be celebrating an important anniversary this year, and [company name] appreciates your contribution to the success of this company.

As you celebrate this significant milestone in your career, it is with great pride that we invite you to select one of the awards shown in the following on-line brochure.  You have made this company what it is today, and we hope that you will be proud to have a memento of your valued years of service.

People are and will always be our greatest asset.  Your abilities and contributions are an important key to the success of our entire operation.  As you reach this milestone in your career and set your sights on future goals, take a moment to reflect upon your past accomplishments and take pride in knowing that you are an important member of our team.

Please accept our heartfelt thanks and good wishes on the anniversary of your employment with [company name].

Sincerely,

President