**Employee Recognition Letter**

Dear Award Recipient:

Congratulations on reaching this important service milestone. We are pleased to honor your achievement through our [Service Awards Program](http://www.terryberry.com/programs/service-awards.asp).

As a symbol of our appreciation for your dedication and loyalty, please select one of the awards on the following pages.

It is with great pride that we present this award to you; you are a valuable member of our team. Thank you.

Sincerely,

Mary  
Director of HR