**[Company Name]**

Address, City, ST ZIP Code | Telephone | Email

Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

XYZ Corporation wishes you heartiest congratulations on completing 10 years of service with the company. You have been a consistent, sincere and reliable employee. Having you as a member of the XYZ team is a pleasure for us.

Your journey from Junior Assistant Manager to the Head of the IT Department is commendable. You have learned and shown significant professional growth and improvement over the years. The company appreciates you for your steady achievements. Your hard work and diligence have earned you a respectful place among all the employees. While the higher management admires you for your work, your colleagues and juniors also speak highly of you.

The company is grateful to you for your services. The IT Department has become more organized since you took over as the head. We specially appreciate your efforts for updating the company's database system in order to make it more efficient.

We expect you will continue to work with the same level of diligence and passion towards your work. Once again, congratulations on your 10th anniversary as an esteemed XYZ employee.

Sincerely,

[Your Name]