Congratulations on Your 3 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 Holiday Party.

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

Sincerely,

Jane Smith
President