Dear Team Member,

Congratulations! This is a significant year for you as you celebrate an important service anniversary with [company name].

As you reach this milestone in your career with [company name], it is with great pride that we present your service award choices to you. Please select one of the awards featured in the following online brochure. The award reflects our appreciation for your dedicated years of service and is a symbol of your personal and professional achievements. It is our hope that you will wear, use or display it with pride.

People are and always will be our greatest asset. Please know that you are an important member of our team and your abilities and contributions will be an important part of our continued success.

Thank you for all that you do and please accept our good wishes on the anniversary of your employment with [company name].

Sincerely,

Senior Vice President/Human Resources