**Sample Format for Appreciation Letter for Years of Service.**

From:

Adarsh Swami

Manager

Fullerton Software Ltd.

New Delhi

Date: 13.10.2018

To:

Mr. Rakesh Gupta

54, Karol Bagh,

New Delhi

Dear Mr. Gupta,

Congratulations!!!

Today, you complete 10 years of service with our company, a significant milestone in your career and also an important day for our company.

On this special occasion, we would like to honour your 10 years of service during which you have made an impressive contribution to our company and making us a leader in the industry.

We know that success doesn’t come without hard work and commitment. You have worked extremely hard and made it an inspiring journey from an executive’s level to the position of a Manager with your dedication and innovation.

The company would be happy to applaud you for your glorious performance with our Recognition Award which will be presented to you at the upcoming Annual Meeting. This award has been selected to honour you for all your achievements. We are hopeful that you will enjoy this award for many years.

Thank you for your contribution to the company. You are an important part of our organization.

Sincerely,

Adarsh Swami

Manager

Fullerton Software Ltd.