Work anniversary email

Send it on the anniversary date itself, or the working day before if it falls on a weekend or holiday. Milestone years (5, 10, 15, 20 and up) deserve a manager note plus a wider announcement.

FROM THE MANAGER

Subject: Happy [Number]-year anniversary, [First Name]

Hi [First Name],

Today marks [Number] years since you joined [Company]. Thank you.

This past year I especially noticed [Specific Contribution, e.g. how you took on training the March and June classes while keeping your own quality scores above 95%]. That made a real difference to [Team or Outcome].

I'm glad you're on the team and looking forward to the year ahead. Let's grab [coffee / lunch] this week, my treat.

[Manager Name]

MILESTONE ANNIVERSARY (5, 10, 15+ YEARS)

Subject: [Number] years at [Company]: thank you, [First Name]

Hi [First Name],

[Number] years ago today you started at [Company] as [Original Role]. A lot has changed since then, and you've been part of much of it: [Two or Three Concrete Moments, e.g. opening the Tampa site, moving the team to the new scheduling system, coaching six people into lead roles].

People here regularly tell me they go to you when they need [Something They're Known For].

To mark the milestone, [Recognition, e.g. you'll receive a service award and an extra day of PTO this year; details from HR to follow].

Thank you for [Number] years.

[Manager Name]
[Title]

TEAM ANNOUNCEMENT

Subject: Celebrating [First Name]'s [Number] years with us

Hi team,

Please join me in congratulating [Employee Name], who celebrates [Number] years at [Company] today.

[First Name] started as [Original Role] and is now [Current Role]. Along the way they [Specific Contribution]. If you've ever [Relatable Example, e.g. had a tricky billing escalation solved in ten minutes], you've probably benefited from [First Name]'s work.

Drop [First Name] a note today, and join us for [Celebration, e.g. cake in the break room at 2pm].

[Manager Name]

FIRST ANNIVERSARY

Subject: One year at [Company], [First Name]

Hi [First Name],

It's been one year since your first day. Time goes quickly.

In twelve months you've gone from [Starting Point, e.g. learning our systems in new-hire training] to [Where They Are Now, e.g. one of the people new agents ask for help]. That's a big jump, and it hasn't gone unnoticed.

I'd like to set aside some time next week to talk about what you want the next year to look like. I'll send an invite.

Happy anniversary,
[Manager Name]

SUBJECT LINE IDEAS

- Happy work anniversary, [First Name]
- [Number] years at [Company]: thank you
- Celebrating [First Name]'s [Number] years with us
- Happy [Number]-year anniversary, [First Name]
- One year at [Company], [First Name]
- Thank you for [Number] great years
- Congratulations on [Number] years, [First Name]

SMS / WHATSAPP VERSION

Happy [Number]-year work anniversary, [First Name]! Thanks for everything you do, especially [Specific Contribution]. Glad you're on the team. [Manager Name]

Placeholders to replace: [First Name], [Employee Name], [Number], [Company], [Specific Contribution], [Original Role], [Current Role], [Recognition], [Celebration], [Manager Name], [Title]