

TALENT RETENTION TOOLKIT

ONE TO FIVE YEAR ANNIVERSARY MESSAGE

Personal Anniversary Message

An employee's hire date is the career equivalent of a birthday - celebrating an employee's work anniversary is a way of telling them they're important and that you value their contributions. Recognizing work anniversaries can build strong teams, improve engagement and help reduce turnover. Annual recognition is encouraged; even with it is just with a small gesture – save the big celebrations for special anniversaries! Depending on how the employee prefers be recognized, appreciation can come in a variety of formats, including:

- HEARTbeat eCard
- Traditional greeting card sent to work or home
- Email
- Recognition at team meetings

Samples of Personal Anniversary Messages

Please customize underlined items

Sample Letter #1

Congratulations on your YEAR anniversary of service with the Fairview. Throughout the years I have enjoyed your dedication and enthusiasm for your job. The list specific behaviors and list special accomplishments have been such a contribution to the workplace.

I wish you continued success and look forward to working with you for many years to come.

Sample Letter #2

Congratulations! This month marks your YEAR year with Fairview. During the time you have worked with us, you have significantly contributed to our department's success, particularly in the area of list special accomplishments where you have always been a role model that others could follow. I thank you for your lasting reliability and diligence.

I wish you happiness and success now and always.

Sample Letter #3

Congratulations!

You have been an exemplary employee for YEARS years now. I appreciate the selfless service you've given for so many years.

Thanks for all of your contributions!

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Sample Letter #4

Today is the YEAR anniversary of your employment with Fairview. Congratulations!

Your loyalty, reliability, and outstanding work have been such a contribution in our accomplishments. I can't help but remember insert a special memory.

Wishing you continued success and happiness - here's to another YEARS years!

Team Message

- Go one step further and send an email out to the whole team recognizing the anniversary.
- Circulate a card to all employees for signatures and special messages to the employee.
- One week before the date, send an email out to the employee's colleagues asking for the most notable accomplishments and fun stories about the employee to add into the template below.

Team Message Template

"Congratulations to employee name on celebrating _____ as the job position at organization. We are grateful for all of his/her contributions including _____, _____, and _____.

*Add personal story or fun fact about employee.

Please join me in applauding employee on his/her many accomplishments and thanking him/her for strengthening our department name team."