### **Work Anniversary Newsletter**

**1. Header**

* **Company Logo**: Place prominently.
* **Title**: Example: *“Celebrating Milestones!”*.
* **Date**: Include the month and year.

**2. Introduction/Welcome Note**

* A cheerful opening celebrating team members’ work anniversaries.
* Mention the value of employee contributions to the organization.

**3. Main Content Sections**

* **Section 1: Employee Spotlights**
  + List employees celebrating work anniversaries.
  + Include their names, roles, and years of service.
* **Section 2: Achievements & Contributions**
  + Highlight key accomplishments of the employees.
* **Section 3: Messages from Leadership**
  + A message from a manager or CEO thanking the employees.
* **Section 4: Team Memories (Optional)**
  + Include photos or quotes from colleagues about the honorees.

**4. Visuals and Links**

* Photos of employees, celebrations, or team activities.
* Links to a video message or team celebration plans.

**5. Closing Section**

* **Call-to-Action**: Encourage employees to send congratulatory messages or join in celebrations.
* **Contact Information**: Provide HR contact details for questions.

**6. Footer**

* Company tagline (e.g., *“Growing together, every step of the way.”*).
* Social media links and website.