

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.