UNIVERSITY OF DELAWARE

Employee Name
Campus Address

Dear (Insert employee name):

Congratulations on your years of service to the University of Delaware! We are extremely fortunate to have someone of your caliber making the long-term commitment to apply your skills and knowledge for the benefit of the University.

We appreciate your dedication and hard work; it is employees like you that continue to lead us to make the remarkable happen.

Best wishes for continued success!

Sincerely,