

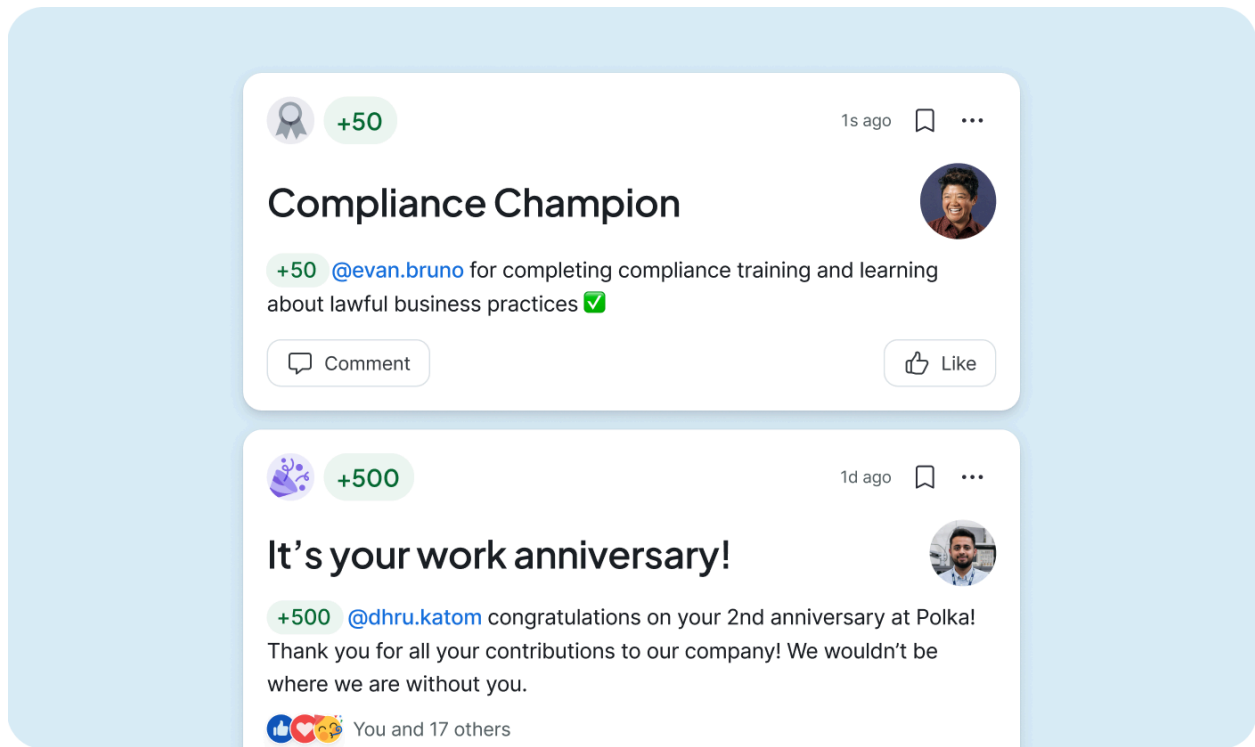


# [Template] Employee Milestone Samples

The markers of the major moments of our lives can be big or small, but they're meaningful milestones nonetheless. Celebrating and appreciating these milestones at work helps everyone feel seen and included, but too often, these moments pass by unacknowledged or missed.

And sometimes, it's just because you aren't exactly sure what to say! Getting the words right can feel intimidating. That's why we've created this employee milestone template for you to find inspiration for every kind of employee milestone.

They'll need to be tailored, of course, to authentically reflect each employee and their milestone (as well as your voice), but they'll provide a good jumping-off point to get you started. Let's start celebrating!



## 1. Work anniversaries

"One more year crushing your goals and being the best teammate at [Company name]: Happy work anniversary! We're looking forward to many more years with you on the team."

## 2. Birthdays

"Happy birthday to a great employee and an even better human. Hope your day is filled with your favorite things!"

## 3. Company milestones

"[Company name] is turning 50 this year, and we wouldn't have made it this far without the hard work and strategic contributions of employees like you. Your next coffee is on the house!"

## 4. Promotions

"It's official: you're moving up! Your hard work and dedication to being a team player made this day possible. We can't wait to see what you achieve in your new role!"

## 5. Retirements

"As you head off into a well-deserved retirement, we wish you all the best in this exciting new phase of your life. May you enjoy your newfound free time with your loved ones!"

## 6. Life events

"A big congratulations on the [baby/wedding/degree/house] from the whole team! We know how excited you are, and hope it will bring you joy and happiness!"

## 7. First day of work

"Welcome to the team, [new employee]! We're thrilled to have you here as a colleague and a teammate. Lunch is on us today!"

## 8. Last day of work

"While we're sad to see you go, we know that you've done great work here that we deeply appreciate, and that great things lie ahead of you too. Best of luck!"

## 9. Community involvement

"A well-deserved round of applause for your recent [award/event] with [organization]! You work just as hard for your community/cause as you do for our team, which makes you the wonderful person that you are."

## 10. Project milestones

"A big round of applause on the recent [project] completion—that was a critical project for the company, and we know you worked your hardest on it through the previous months. This reward is a little token of our appreciation for your dedication!"

## 11. Team achievements

"Hey team—we did it! We [hit our sales target] once again with room to spare, and that wasn't easy in this crazy quarter. I know how much effort you've all been putting in this month to make sure we hit these numbers, and I deeply appreciate it."

## 12. Employee Appreciation Day

"Today is a day to celebrate you and all that you do: it's Employee Appreciation Day! This company couldn't run without you. Pick up a treat in the break room when you have time today!"

## 13. Holidays

"Fireworks, festivities, and eating as many hot dogs as you can: that's what the 4th of July is all about. Enjoy the holiday and the long weekend ahead!"

## 14. Great customer reviews

"Great news, team: we got a big thank you from a customer today who was in a bad spot. With your help, her problem was solved and she's super grateful, just like I am to have a team that puts customers first. Great job!"

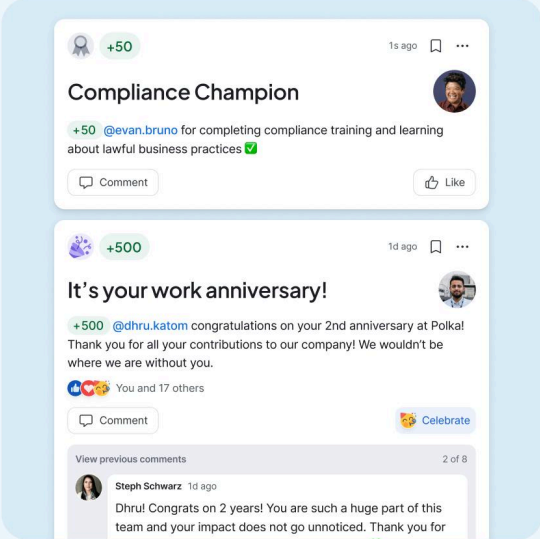
## 15. Professional development

"Hey—just a quick note to say well done on getting that Excel certification! You worked hard and your new status as the team Excel whiz is solidified: well done!"

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