

# You're Invited to a Retirement Celebration!

Dear Faculty, Staff, and Students,

We are excited to announce the retirement celebration for **Professor [Full Name]** after [Number] years of dedicated service to [University Name].

Join us to honor Professor [Last Name] and celebrate their remarkable contributions to our university community.

## Details of the Celebration

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Venue/Room]

Please RSVP by [RSVP Date] to [Email/Contact Information].

Let's come together to show our appreciation for Professor [Last Name] and wish them all the best in their retirement!

Sincerely,  
[Your Name]  
[Your Title]