

You're Invited to a Celebration of Retirement!

Dear Faculty and Staff,

We are excited to invite you to a special event honoring our esteemed colleague, **[Retiree's Name]**, as they embark on a new chapter in life after **[Number] years** of dedicated service to our institution.

Date: [Date of the Event]

Time: [Start Time] to [End Time]

Location: [Venue/Room Name, Address]

Join us for an evening filled with memories, gratitude, and celebration. Dinner and refreshments will be provided.

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

We look forward to celebrating this milestone with you!

Warm regards,

[Your Name]

[Your Title]

[Institution Name]