

Employee Retirement Announcement

Dear Team,

We are pleased to announce the retirement of our esteemed colleague, **[Employee's Name]**, who has dedicated **[Number of Years]** years to our organization.

To honor **[Employee's Name]** and celebrate their remarkable career, we will be holding a formal gathering on **[Date]** at **[Time]**. The event will take place at **[Location]**.

Please join us for an evening of gratitude, memories, and recognition of **[Employee's Name]**'s invaluable contributions. Your presence will mean a lot to **[Employee's Name]** and the entire team.

Kindly RSVP by **[RSVP Date]**.

Warm regards,

[Your Name]
[Your Title]
[Company Name]