

# You're Invited to a Retirement Send-Off!

Dear [Colleague's Name],

We are excited to invite you to a special celebration in honor of [Retiree's Name]'s retirement from [Club/Organization Name]! Join us as we bid farewell to a wonderful colleague and celebrate their accomplishments.

## Details of the Event:

**Date:** [Date]

**Time:** [Time]

**Location:** [Venue/Address]

**RSVP:** Please confirm your attendance by [RSVP Date] to [Contact Information].

Let's come together to share memories, laughter, and best wishes for this new chapter in [Retiree's Name]'s life!

Looking forward to seeing you there!

Best regards,  
[Your Name]  
[Your Position]