

You're Invited to Our Relocation Farewell Event!

Dear [Team/Colleagues/Friends],

As we prepare for our upcoming move to [New Location], we want to take a moment to celebrate the wonderful time we've spent together. Please join us for a farewell event to bid goodbye to our current location and embrace new beginnings.

Event Details:

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

We will have food, drinks, and plenty of memories to share. This is a great opportunity to gather and reflect on the fantastic moments we've experienced together.

Please RSVP by [RSVP Date] to ensure we have enough arrangements.

Looking forward to seeing you all!

Best regards,

[Your Name]

[Your Position]

[Your Company]