

Dear [Colleague's Name],

As you prepare to embark on this exciting new chapter of your life, we want to take a moment to celebrate the incredible career you have had over the years at [Company Name].

Your dedication, hard work, and unwavering commitment have not only contributed to the success of our team but have also inspired each of us to strive for greatness. Your positive attitude and kindness have made the workplace brighter.

Please join us for a farewell celebration in your honor on [Date] at [Time], to be held at [Location]. This will be a wonderful opportunity for all of us to express our gratitude and share our favorite memories with you.

Thank you for everything you have done for us. You will be greatly missed but we wish you all the happiness and joy in your retirement!

Sincerely,

[Your Name]

[Your Position]

[Company Name]