

# Invitation to Farewell Service

Dear [Recipient's Name],

We are saddened to announce that [Name of the individual] will be leaving us soon. To honor their contributions and bid them farewell, we invite you to join us for a farewell service.

**Date:** [Date of the Service]

**Time:** [Time of the Service]

**Location:** [Location]

This will be a time to reflect on the memories we've shared and to wish [Name] all the best in their future endeavors.

Please RSVP by [RSVP Date] to [Your Contact Information].

We hope to see you there.

Warm regards,

[Your Name]

[Your Title/Organization]