

Dear Friends,

I hope this message finds you well. I am writing to share the news that I will be retiring at the end of this month after many fulfilling years in my career.

It has been a wonderful journey, and I am grateful for the support and friendship each of you has offered along the way. As I transition into this new chapter of my life, I look forward to spending more time with family, traveling, and pursuing hobbies I have always wanted to explore.

Let's celebrate this new beginning together! I would love for you to join me for a retirement party on **[Date]** at **[Location]** at **[Time]**. Please let me know if you can make it.

Thank you for being a part of my life. I look forward to keeping in touch!

Warm regards,
[Your Name]