

You're Invited to a Retirement Ceremony

Dear [Recipient's Name],

We cordially invite you to the retirement ceremony of [Retiree's Name], who has dedicated [number] years to [Company/Organization Name].

Date: [Date]

Time: [Time]

Location: [Venue/Address]

Join us in celebrating [Retiree's Name]'s remarkable career and contributions. Your presence will mean a great deal to us.

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

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]