

# You're Invited to a Retirement Farewell Party!

Dear Team,

We are excited to invite you to a special farewell party to celebrate the retirement of our beloved colleague, **[Retiree's Name]**.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Venue]

Please join us as we honor **[Retiree's Name]** for their years of hard work and dedication. It will be a wonderful opportunity to share memories and wish them well in their next chapter.

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

Looking forward to celebrating together!

Best,

[Your Name]

[Your Position]