

You're Invited to a Retirement Gathering!

Dear [Name],

Join us for a casual get-together to celebrate the retirement of our dear friend and colleague, [Retiree's Name]! Let's come together to honor their amazing journey and share some wonderful memories.

Date: [Date]

Time: [Time]

Location: [Venue/Address]

Food and drinks will be provided. Feel free to bring along your favorite dish or a story to share!

Please RSVP by [RSVP Date] to ensure we have enough for everyone.

We look forward to seeing you there!

Warm regards,
[Your Name]