

You're Invited to a Retirement Reception!

Dear [Recipient's Name],

We are excited to invite you to a special retirement reception honoring [Retiree's Name]. Join us in celebrating [his/her/their] remarkable career and contributions to [Company Name].

Event Details:

Date: [Date]

Time: [Time]

Location: [Venue/Address]

Light refreshments will be served. Please RSVP by [RSVP Date] to [Contact Information].

We hope you can join us in making this a memorable celebration!

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]