

You're Invited to Celebrate a Special Milestone!

Dear Team,

We are excited to announce a retirement send-off party in honor of our beloved colleague, **[Retiree's Name]**. After [number] years of dedicated service, it's time for them to embark on a new adventure!

Date: [Date of the Event]

Time: [Start Time] - [End Time]

Location: [Venue/Address]

Join us for an evening filled with memories, laughter, and celebration as we bid farewell and wish **[Retiree's Name]** all the best in this exciting new chapter.

Please RSVP by [RSVP Date] to [Contact Person's Email/Phone].

We look forward to seeing you there!

Best,

[Your Name]

[Your Position]