

You're Invited to a Week-Long Retirement Celebration!

Dear [Stakeholder's Name],

We are thrilled to announce the retirement of our esteemed colleague, [Retiree's Name], and we would like to invite you to join us in celebrating this significant milestone.

The celebration will take place from [Start Date] to [End Date] with various events planned throughout the week:

- **[Event 1]:** Date & Time - Description
- **[Event 2]:** Date & Time - Description
- **[Event 3]:** Date & Time - Description

Join us to share your memories, enjoy refreshments, and honor [Retiree's Name] for their years of dedicated service.

Please RSVP by [RSVP Date] to confirm your attendance.

We look forward to celebrating together!

Sincerely,
[Your Name]
[Your Position]
[Your Organization]