

You're Invited to a Retirement Farewell Celebration!

Dear [Recipient's Name],

We are excited to invite you to a special event honoring the retirement of our esteemed colleague, [Executive's Name]. After [number] years of dedicated service, [he/she/they] will be leaving [Company Name] to start a new chapter in life.

Details of the Event:

Date: [Date]

Time: [Time]

Location: [Venue/Address]

Please join us as we celebrate [Executive's Name]'s incredible journey and contributions to our organization. There will be food, drinks, and opportunities to share memories and express gratitude.

Kindly RSVP by [RSVP Date] to [Your Contact Information].

We hope to see you there!

Best regards,

[Your Name]

[Your Position]

[Company Name]