

# Retirement Farewell Celebration

Dear Team,

We are excited to announce a farewell celebration in honor of **[Retiree's Name]** who will be retiring on **[Retirement Date]**. Please join us to celebrate their contributions and achievements.

## Details of the Celebration:

- **Date:** [Date of Celebration]
- **Time:** [Time of Celebration]
- **Location:** [Venue/Location]
- **RSVP:** Please confirm your attendance by [RSVP Date]

There will be food, drinks, and a special program to honor our dear colleague. Let's make this a memorable event for **[Retiree's Name]**!

Best regards,  
[Your Name]  
[Your Position]