

Retirement Gathering Invitation

Dear Friends,

I hope this message finds you well. As you may know, I am retiring after [number] years of service at [company/organization name]. To celebrate this special occasion, I would love to gather with friends and share some wonderful memories.

Details of the Gathering:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Venue/Address]

RSVP:

Please let me know if you can make it by [RSVP Date]. You can reply to this email or reach me at [your phone number].

Looking forward to celebrating together!

Warm regards,

[Your Name]