

Retirement Party Confirmation

Dear Team,

I am pleased to confirm the details for our upcoming retirement party honoring **[Retiree's Name]**.

Date: [Date]

Time: [Start Time] - [End Time]

Location: [Venue/Address]

Please join us in celebrating **[Retiree's Name]**'s incredible career and contributions to our team. Let's make this a memorable send-off!

Kindly RSVP by [RSVP Date].

Looking forward to seeing everyone there!

Best regards,

[Your Name]

[Your Position]