

# Retirement Party Invitation

Dear [Guest's Name],

We are excited to celebrate the retirement of [Retiree's Name]! Please join us for a special gathering to honor their journey and contributions.

## Event Details:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue Name, Address]

## Logistics:

Please RSVP by [RSVP Date] to ensure we accommodate everyone.

Parking is available at [Parking Details]. If you plan to carpool or require assistance, please let us know.

## Additional Information:

Feel free to bring a memory or a note to share with [Retiree's Name] during the celebration.

We look forward to celebrating this special occasion with you!

Best regards,  
[Your Name]  
[Your Position/Relationship to Retiree]