

Retirement Reception Confirmation

Dear Team,

We are pleased to confirm your attendance at the retirement reception for **[Retiree's Name]** scheduled for **[Date]** at **[Time]**.

The event will take place at **[Location]**. Join us as we celebrate the remarkable career and contributions of **[Retiree's Name]** to our team.

Please RSVP if you have not done so already.

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]