

You're Invited to a Retirement Celebration!

Dear [Recipient's Name],

We are excited to invite you to join us in celebrating the retirement of our esteemed colleague, [Retiree's Name], who has dedicated [number] years of exceptional service to our agency.

Date: [Date of Celebration]

Time: [Start Time] - [End Time]

Location: [Venue/Address]

Please join us as we honor [Retiree's Name] for their immense contributions and memorable moments spent within our community.

Kindly RSVP by [RSVP Deadline] to [Your Contact Information].

We hope to see you there!

Warm regards,

[Your Name]

[Your Position]

[Agency Name]