

You're Invited to a Retirement Celebration!

Dear Team,

We are excited to invite you to a special gathering to honor our esteemed colleague, **[Retiree's Name]**, as they embark on their well-deserved retirement.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Join us for an evening filled with memories, laughter, and good wishes as we celebrate **[Retiree's Name]**'s remarkable career and contributions to our team.

Please RSVP by [Insert RSVP Date] to ensure we have sufficient arrangements.

Warm regards,

[Your Name]

[Your Position]