

You're Invited to a Retirement Celebration!

Dear [Former Employee's Name],

We are excited to announce a special celebration in honor of [Retiree's Name] as they embark on their well-deserved retirement!

Date: [Date of Celebration]

Time: [Start Time] to [End Time]

Location: [Venue/Address]

Join us for an evening of reminiscing, sharing stories, and celebrating the remarkable career of [Retiree's Name]. It will be a wonderful opportunity to catch up with colleagues and friends.

Please RSVP by [RSVP Date] to [Contact Information].

We hope to see you there!

Warm regards,

[Your Name]

[Your Position]

[Your Company]