

Retirement Planning Session Invitation

Dear [Employee's Name],

We are pleased to invite you to a Retirement Planning Session designed to help you prepare for a successful retirement. This session will provide valuable information on retirement savings, investment options, and other essential considerations.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please RSVP by [RSVP Date] to confirm your attendance. We look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Your Company]