

# You're Invited to a Retirement Celebration!

Dear Team,

We are excited to invite you to a special celebration honoring our dear colleague, **[Retiree's Name]**, as they embark on the next chapter of their life.

## Details of the Celebration:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Venue/Address]

Join us for an evening filled with memories, shared stories, and laughter. Let's come together to express our gratitude and best wishes for [Retiree's Name]!

Please RSVP by [RSVP Date] to ensure we have enough refreshments for everyone.

Looking forward to celebrating together!

Warm regards,

[Your Name]

[Your Position]