

You're Invited to a Retirement Celebration!

Dear [Community Member's Name],

We are excited to invite you to a special gathering in honor of [Retiree's Name] as they celebrate their retirement after [number] years of dedicated service.

Date: [Date]

Time: [Time]

Location: [Venue/Address]

Please join us for an afternoon of fun, food, and cherished memories. This is a wonderful opportunity to show our appreciation and to say farewell as [Retiree's Name] embarks on this new chapter.

Kindly RSVP by [RSVP Date].

We look forward to celebrating together!

Warm regards,

[Your Name]

[Your Position/Role]

[Contact Information]