

# You're Invited to a Retirement Celebration!

Dear [Name],

Join us as we celebrate the retirement of our dear colleague, [Retiree's Name].

**Date:** [Date]

**Time:** [Time]

**Location:** [Venue/Address]

We will gather outdoors for an afternoon filled with fun, food, and memories as we honor [Retiree's Name]'s incredible career.

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

We hope to see you there!

Best regards,

[Your Name]

[Your Title/Position]