

# You're Invited to a Retirement Party!

Dear [Recipient's Name],

We are excited to announce a retirement party honoring [Retiree's Name] for their years of dedicated service and commitment.

**Date:** [Date of the event]

**Time:** [Start time] - [End time]

**Location:** [Venue/Address]

Please join us as we celebrate [Retiree's Name]'s achievements and wish them well in their next chapter.

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

We look forward to celebrating together!

Sincerely,

[Your Name]

[Your Title/Organization]