

# You're Invited to a Retirement Party!

Dear Team,

We are excited to announce the retirement party for our esteemed colleague, **[Colleague's Name]**.

Date: **[Date]**

Time: **[Time]**

Location: **[Venue]**

Join us as we celebrate **[Colleague's Name]**'s incredible career and wish them all the best in this new chapter of their life.

Please RSVP by **[RSVP Date]**.

Looking forward to seeing you all there!

Best regards,

**[Your Name]**

**[Your Position]**