

# You're Invited to a Farewell Party!

Dear Team,

As you may know, our esteemed boss, **[Boss's Name]**, will be leaving us soon for a new adventure. To celebrate their contributions and bid them farewell, we are throwing a party!

## Details of the Farewell Party:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Come join us for an evening of gratitude, memories, and fun as we send **[Boss's Name]** off with our best wishes!

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

Looking forward to seeing everyone there!

Best regards,  
[Your Name]  
[Your Position]