

You're Invited to a Farewell Party!

Dear Team,

As you may know, our dear colleague **[Colleague's Name]** will be leaving us soon. To celebrate their contributions and bid them a proper farewell, we are organizing a farewell party!

Date: [Date]

Time: [Time]

Location: [Venue]

Let's come together to share memories, laughter, and good wishes for their new journey. Please RSVP by [RSVP Date].

We look forward to seeing you all there!

Best,

[Your Name]

[Your Position]