

You're Invited to a Retirement Farewell Party!

Dear [Recipient's Name],

We are celebrating the retirement of our dear colleague, [Retiree's Name], and you're invited!

Details of the Celebration:

- **Date:** [Date]
- **Time:** [Time]
- **Venue:** [Venue Name and Address]

Please join us in honoring [Retiree's Name] for their years of dedicated service and to wish them well on their new journey.

Your presence will mean a lot to [Retiree's Name] as we share stories, laughter, and fond memories.

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

Looking forward to celebrating together!

Warm regards,

[Your Name]
[Your Position]
[Your Organization]