

# You're Invited to a Farewell Party!

Dear Team,

As we say goodbye to our dear colleague, **[Name]**, who is moving on to new adventures, we would like to invite you to a farewell party to celebrate their time with us.

## Details of the Farewell Party:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Venue/Address]

Join us for an evening of fun, laughter, and appreciation as we send **[Name]** off with our best wishes.

Please RSVP by [RSVP Date] to ensure we have enough treats for everyone!

Looking forward to seeing you all there!

Best,

[Your Name]

[Your Position]