

You're Invited to a Virtual Retirement Lunch

Dear [Recipient's Name],

We are excited to invite you to a virtual gathering to celebrate the retirement of our dear colleague, [Retiree's Name]. Join us as we honor their years of dedication and service.

Date: [Date]

Time: [Time] [Time Zone]

Platform: [Platform, e.g., Zoom, Microsoft Teams]

Please RSVP by [RSVP Date]. A link to the virtual meeting will be sent after you confirm your attendance.

Let's come together to share our fond memories and bid farewell to [Retiree's Name] in style!

Warm regards,

[Your Name]

[Your Position]

[Your Organization]