

You're Invited to a Farewell Celebration!

Dear Team,

We are excited to announce that our dear colleague, **[Coworker's Name]**, is being promoted to **[New Position]**. While we will miss **[him/her/them]** dearly, we want to send off in style!

Farewell Party Details:

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

Join us for an evening of fun, laughter, and memories as we celebrate **[Coworker's Name]** and wish all the best in **[his/her/their]** new role.

Please RSVP by [RSVP Date] to [Your Email/Phone].

Looking forward to seeing you all there!

Best,
[Your Name]