

# You're Invited to a Farewell Gathering!

Dear Team,

As you may know, our dear coworker, **[Intern's Name]**, will be ending their internship with us on **[Last Working Day]**. We would love for you to join us to say goodbye and wish them well on their future endeavors!

Date: **[Date of Gathering]**

Time: **[Time]**

Location: **[Venue]**

Please come to share your best wishes and celebrate **[Intern's Name]**'s contributions to our team. Snacks and refreshments will be provided!

Looking forward to seeing everyone there!

Best,

**[Your Name]**

**[Your Position]**