

# You're Invited to a Farewell Gathering!

Dear Team,

As many of you may know, our dear coworker, [**Coworker's Name**], will be going on an extended leave soon. To show our appreciation and bid them farewell, we are hosting a gathering.

## Details of the Gathering:

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

Please join us in sharing fond memories and wishing [**Coworker's Name**] the best during their time away. Kindly RSVP by [RSVP Date].

Looking forward to seeing everyone there!

Best regards,

[Your Name]

[Your Job Title]