

You're Invited to a Farewell Party!

Dear Team,

We are gathering to bid farewell to our dear colleague, **[Coworker's Name]**, who will be leaving us for personal reasons. Let's take this opportunity to express our gratitude and share some lovely memories.

Date: [Insert Date]

Time: [Insert Time]

Venue: [Insert Venue]

Please join us in wishing **[Coworker's Name]** all the best in their future endeavors. Your presence will mean a lot!

Kind Regards,
[Your Name]