

You're Invited to a Farewell Party!

Dear Team,

As you may know, our dear coworker, **[Coworker's Name]**, is leaving us for a new adventure! We want to celebrate their contributions and bid them a proper farewell.

Date: [Date of the Party]

Time: [Time]

Location: [Location]

Please join us in wishing **[Coworker's Name]** all the best in their new position. It wouldn't be the same without you!

Kindly RSVP by [RSVP Date].

Best regards,

[Your Name]

[Your Position]