

You're Invited to a Farewell Gathering!

Dear Team,

As many of you know, our dear coworker, **[Coworker's Name]**, will be relocating to **[New City]** at the end of the month. We would like to honor their time with us and bid them a warm farewell.

Please join us for a farewell party:

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

Let's come together to share memories, laughter, and well wishes for **[Coworker's Name]** as they embark on this new adventure. Snacks and drinks will be provided.

Please RSVP by [RSVP Date].

We hope to see you all there!

Best,

[Your Name]