

Farewell Invitation for [Coworker's Name]

Dear Team,

We invite you to join us in bidding farewell to our dear colleague, [Coworker's Name], who will be transitioning to the [New Department Name] starting [Date].

Please join us for a farewell gathering:

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

This will be a wonderful opportunity to express our appreciation for [Coworker's Name]'s contributions and wish them success in their new role.

Refreshments will be provided.

We look forward to seeing everyone there!

Best regards,
[Your Name]
[Your Position]