

You're Invited to a Farewell Party!

Dear Team,

As many of you may know, our wonderful coworker, [Coworker's Name], will be wrapping up their project and moving on to new adventures. We would like to invite you to a farewell gathering to celebrate their contributions and wish them well.

Details of the Farewell Party:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please join us in making this a memorable send-off. We'll have food, drinks, and plenty of laughter as we reflect on the great times we've shared with [Coworker's Name].

Kindly RSVP by [RSVP Date] so we can arrange accordingly.

Looking forward to seeing you all there!

Best,
[Your Name]
[Your Position]