

# Retirement Event Notification

Date: [Insert Date]

Dear [Management/Specific Names],

We are pleased to announce the retirement of [Employee's Full Name], [Employee's Job Title], who has dedicated [Number of Years] years of invaluable service to our organization. To honor and celebrate this milestone, we invite you to a formal retirement event.

**Date:** [Event Date]

**Time:** [Event Time]

**Location:** [Event Location]

Please join us as we recognize [Employee's First Name]'s achievements and contributions to [Company Name]. Your presence will mean a lot to [him/her/them] as we celebrate this significant transition.

Kindly RSVP by [RSVP Deadline] to ensure adequate arrangements.

Thank you for your attention and support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]