

Heartfelt Retirement Celebration Announcement

Dear Team,

It is with mixed emotions that we announce the retirement of our esteemed mentor and friend, **[Mentor's Name]**. After **[Number of Years]** of dedicated service, **[He/She/They]** will be retiring on **[Retirement Date]**.

Join us in celebrating **[His/Her/Their]** remarkable career and profound impact on all of us. We invite you to a retirement party on **[Date of Celebration]** at **[Venue/Location]**, starting at **[Time]**.

Let us gather to share our gratitude, stories, and well wishes as we honor **[Mentor's Name]** for **[his/her/their]** incredible contributions and guidance.

Please RSVP by **[RSVP Date]** to **[Contact Information]**.

Warm regards,

[Your Name]
[Your Position]
[Organization Name]