

# You're Invited to a Retirement Celebration!

Dear Team,

We are excited to announce the retirement of our esteemed colleague, **[Retiree's Name]**, after **[Number of Years]** years of dedicated service.

Join us to celebrate their remarkable career and contributions on:

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

Please RSVP by [RSVP Date] to [Organizer's Email].

Let's make this a memorable send-off for [Retiree's Name]!

Best regards,

[Your Name]

[Your Job Title]