

You're Invited to a Surprise Retirement Party!

Dear [Guest's Name],

We are excited to invite you to a surprise retirement party in honor of our beloved colleague, **[Retiree's Name]**, who has dedicated [his/her/their] career to [Company/Organization Name].

Date: [Date of the Party]

Time: [Time of the Party]

Location: [Venue/Address]

Please arrive 30 minutes early to ensure the guest of honor is surprised!

Let's come together to celebrate **[Retiree's Name]** and all the wonderful memories we've shared.

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

Best,

[Your Name]

[Your Title/Relation to Retiree]