

You're Invited to a Virtual Retirement Celebration!

Dear Team,

We are excited to announce that we will be celebrating the retirement of **[Retiree's Name]** on **[Date]** at **[Time]**!

Join us for a virtual gathering where we'll share stories, express our gratitude, and wish **[Retiree's Name]** all the best in this new chapter of life.

Event Details:

- **Date:** [Date]
- **Time:** [Time] (Timezone)
- **Platform:** [Video Conference Tool]
- **Meeting Link:** [Link]

Please RSVP by **[RSVP Date]** to ensure we make this celebration special.

Let's all come together to celebrate and make **[Retiree's Name]**'s retirement memorable!

Best,

[Your Name]

[Your Position]