

You're Invited to a Retirement Celebration!

Dear [Recipient's Name],

We are excited to announce a formal dinner in honor of [Retiree's Name]'s retirement after [number] years of dedicated service.

Date: [Date]

Time: [Time]

Location: [Venue Name, Address]

Please join us as we celebrate [Retiree's Name]'s achievements and contributions to the team. This will be a wonderful opportunity to express our gratitude and share fond memories.

Kindly RSVP by [RSVP Date] to [Contact Information].

We look forward to celebrating this special milestone with you!

Warm regards,

[Your Name]

[Your Position]

[Your Company]