

Celebratory Retirement Notice

Dear Team,

It is with mixed emotions that we announce the retirement of our esteemed colleague, **[Employee Name]**, who has decided to embark on a new journey after **[number]** years of dedicated service.

[Employee Name] has been a vibrant team player, always bringing positivity, energy, and innovative ideas to our workplace. Their unwavering commitment to excellence has significantly contributed to our success, and their passion for collaboration has inspired all of us.

We invite you to join us for a farewell celebration on **[date]** at **[time]** in **[location]**. Let us come together to honor **[Employee Name]** and cherish the wonderful memories we've created over the years.

Please RSVP by **[RSVP date]**.

Thank you, **[Employee Name]**, for everything. You will be greatly missed, and we wish you all the best in this exciting new chapter of your life!

Warm regards,

[Your Name]
[Your Position]
[Company Name]