

# Farewell Announcement

Dear Members,

We are both sad and excited to announce the retirement of our beloved member, **[Member's Name]**, from the Retirement Club. After many years of dedicated service and participation, **[he/she/they]** will be stepping down on **[Retirement Date]**.

Join us for a farewell celebration on **[Date of Celebration]** at **[Time]** at **[Location]**. Let's gather together to share stories, memories, and good wishes as we send **[Member's Name]** off to this new chapter in life!

Please RSVP by **[RSVP Date]** to ensure we have enough refreshments and seating for everyone.

We hope to see you all there!

Warm regards,  
**[Your Name]**  
**[Your Position]**  
Retirement Club