

# Departure Celebration Notice

Dear Team,

We are writing to inform you of a special gathering to celebrate the departure of our esteemed colleague, **[Name]**, who will be leaving us on **[Date]**.

Please join us for a farewell celebration on:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]

This will be a wonderful opportunity for us to show our appreciation for **[Name]**'s contributions to our team and to bid them a warm farewell.

We hope to see you all there!

Best regards,  
[Your Name]  
[Your Position]