

# You're Invited to a Farewell Gathering!

Dear Team,

As we prepare to bid farewell to our dear friend and colleague, [Name], we would like to invite you to join us for a special gathering to celebrate their time with us.

**Date:** [Date]

**Time:** [Time]

**Location:** [Location]

Let's come together to share memories, stories, and well wishes as [Name] embarks on their new journey. Your presence will mean a lot to all of us!

Please RSVP by [RSVP Date].

Looking forward to seeing you there!

Warm regards,

[Your Name]

[Your Position]