

You're Invited to a Farewell Party!

Dear Team,

As many of you may know, we will be bidding farewell to our dear colleague, [Colleague's Name], who will be leaving us for [reason - new job, moving, etc.].

Please join us for a farewell party to celebrate their time with us and to wish them all the best in their future endeavors.

Details of the Farewell Party:

Date: [Date]

Time: [Time]

Venue: [Location]

Let's create memorable moments together before [Colleague's Name] embarks on their new journey!

Please RSVP by [RSVP Date].

Best regards,
[Your Name]