

You're Invited to a Farewell Reception

Dear Community Members,

We are hosting a farewell reception to honor our dear friend and colleague, [Name], who will be leaving us soon. Join us to celebrate their contributions and share fond memories.

Date: [Date]

Time: [Time]

Location: [Venue/Address]

Please RSVP by [RSVP Date] to [Contact Information].

We hope you can join us in bidding farewell to [Name] and wishing them all the best in their future endeavors.

Warm regards,

[Your Name]

[Your Position/Organization]