

# Celebratory Retirement Notification

Dear Team,

We are excited to announce the retirement of our esteemed colleague, **[Retiree's Name]**, who will be transitioning into this new chapter of their life on **[Retirement Date]**.

After **[Number of Years]** years of dedicated service, **[Retiree's Name]** has been an invaluable asset to our team, contributing to countless successes and inspiring us all with their passion and commitment.

To celebrate this milestone, we invite you to join us for a retirement party on **[Date of Celebration]** at **[Location]** from **[Start Time]** to **[End Time]**. Let's come together to share memories, express our gratitude, and wish **[Retiree's Name]** all the best in the adventures that lie ahead.

Please RSVP by **[RSVP Date]**.

Warm regards,

[Your Name]

[Your Position]

[Company Name]