

# Retirement Announcement

Dear [Recipient's Name],

It is with mixed emotions that I announce my retirement from [Company/Organization Name], effective [Retirement Date]. After [number of years] years of dedicated service, I believe it is time for me to explore new opportunities and spend quality time with my family.

To celebrate this new chapter in my life, I would like to invite you to a formal gathering on [Date] at [Time]. The event will be held at [Location]. Your presence would mean a lot to me as I gather with my colleagues, friends, and family to reflect on the wonderful experiences we've shared.

Please RSVP by [RSVP Date] to [Your Email/Phone Number]. I hope you can join me as we celebrate the past and look forward to the future!

Thank you for your support over the years.

Sincerely,

[Your Name]

[Your Position]