

# Retirement Celebration Announcement

Dear Team,

We are excited to announce a special celebration in honor of **[Retiree's Name]** as they embark on a new chapter in their life after **[Number of Years]** years with **[Company Name]**.

Join us for a retirement party on **[Date]** at **[Time]** in **[Location]**. There will be food, drinks, and plenty of memories to share!

Please RSVP by **[RSVP Date]** to **[Contact Person/Email]**.

Let's make this a memorable send-off for **[Retiree's Name]**!

Best regards,

**[Your Name]**  
**[Your Position]**  
**[Company Name]**