

Retirement Gathering Announcement

Dear [Team/Colleagues/Friends],

We are excited to announce a gathering in honor of [Retiree's Name] as they prepare to embark on a new chapter in their life after [number] years of dedicated service.

Date: [Date]

Time: [Time]

Location: [Venue/Address]

Please join us in celebrating [Retiree's Name]'s achievements and contributions to the team. It will be an opportunity to share memories and wish them well in their retirement.

Kindly RSVP by [RSVP Date] to [Contact Person/Email].

We look forward to seeing everyone there!

Best Regards,
[Your Name]
[Your Job Title]