

You're Invited!

Dear [Recipient's Name],

We are pleased to invite you to a special event honoring the retirement of our esteemed colleague, [Retiree's Name].

Date: [Date of Event]

Time: [Start Time] - [End Time]

Location: [Venue Name and Address]

Please join us as we celebrate [Retiree's Name]'s remarkable career and contribution to [Company/Organization Name].

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

We look forward to celebrating this special occasion with you!

Warm regards,

[Your Name]

[Your Position]

[Company/Organization Name]