

Retirement Tribute Announcement

Dear [Team/Colleagues/Staff],

We are excited to announce that [Retiree's Name] will be retiring after [number] years of dedicated service at [Company/Organization Name].

Join us on [Date] at [Time] in [Location] to honor [Retiree's Name] and celebrate their contributions to our team.

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

Let's come together to show our appreciation for [Retiree's Name] and wish them well in their new adventures!

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]