

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to announce a retirement celebration in honor of [Retiree's Name], who will be retiring after [number] years of dedicated service at [Company/Organization Name].

Date: [Date of Celebration]

Time: [Start Time] - [End Time]

Location: [Venue/Address]

Join us as we gather to celebrate [Retiree's Name]'s achievements and contributions to our team. There will be food, drinks, and memorable moments shared.

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

We hope you can join us in making this a special day for [Retiree's Name]!

Warm regards,

[Your Name]  
[Your Title]