

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to announce my retirement after [number] years of service at [Company/Organization Name]. It has been a wonderful journey filled with memorable experiences, and I would like to invite you to celebrate this milestone with me.

****Retirement Celebration Details:****

Date: [Date]

Time: [Start Time] to [End Time]

Location: [Venue/Address]

Dress Code: [Casual/Formal/Other]

Please join me for [details about food, drinks, activities, etc.]. Your presence will make this occasion even more special.

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

I look forward to celebrating this new chapter in my life with all of you!

Warmest regards,

[Your Name]

[Your Job Title/Position, if applicable]

[Company/Organization Name, if applicable]