

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

Dear [Recipient's Name],

You are cordially invited to a farewell party in honor of [Honoree's Name]. As [he/she/they] embarks on a new journey, let's gather to celebrate the memories we've shared and wish [him/her/them] the best for the future!

**\*\*Date:\*\*** [Date of the Party]

**\*\*Time:\*\*** [Start Time] to [End Time]

**\*\*Location:\*\*** [Venue/Address]

Join us for an evening filled with fun, laughter, and heartfelt goodbyes. Please RSVP by [RSVP Date] to [Your Contact Information].

Looking forward to seeing you there!

Warm regards,

[Your Name]

[Your Title/Relationship to Honoree]