

Formal Farewell Party Invitation Letter

Subject: Invitation to Farewell Party for [Employee/Guest Name]

Dear [Recipient Name],

We are pleased to invite you to the farewell party honoring [Employee/Guest Name] for their remarkable contribution and dedication. The event will be held on [Date] at [Time] at [Venue].

Your presence will be greatly appreciated as we celebrate [Employee/Guest Name]'s achievements and bid them a warm farewell.

Kindly RSVP by [RSVP Date].

Sincerely,

[Organizer Name]

[Organization Name]

[Contact Information]

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