

Warm retirement party invitation

Subject: Celebrating [Name]'s Remarkable Career Journey

Dear Colleagues and Friends,

After [number] years of dedicated service, [Retiree's Name] will be retiring from [Company/Organization] on [Date]. We cordially invite you to join us in celebrating [his/her] outstanding career and wishing [him/her] well in this new chapter of life.

[Retiree's Name] has been instrumental in [specific achievements/contributions] and has mentored countless colleagues throughout [his/her] tenure. This celebration is our opportunity to express gratitude for [his/her] leadership, friendship, and lasting impact on our organization.

Celebration Details:

Date: [Date]

Time: [Time]

Venue: [Location and Address]

Format: Cocktail reception with dinner

RSVP: [Contact Information] by [Date]

Dress Code: Smart Casual

The evening will include:

- Welcome cocktails and appetizers
- Tribute presentations from colleagues
- Photo slideshow of memorable moments
- Opportunity to share personal messages
- Retirement gifts presentation

If you would like to contribute to a group gift or share a written message for our tribute book, please contact [contact person] by [date].

Your presence would make this celebration even more special for [Retiree's Name]. Let's come together to honor [his/her] remarkable contributions and wish [him/her] a happy and fulfilling

retirement.

Warmest regards,

[Organizing Committee/Manager Name]

[Title]

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