

Dear All,

After [Number] years of dedicated service to [Company Name], [Employee Name] has announced [his/her/their] retirement, effective [Last Working Date].

[Employee Name] has been an integral part of our team, contributing greatly to the success of the [Department Name] department. While we are sad to see [him/her/them] go, we are excited for this next chapter in [his/her/their] life.

To celebrate [Employee Name]'s career and offer our best wishes, we will be hosting a farewell reception. Please join us for refreshments and a chance to say goodbye.

Event Details:

Date: [Date]

Time: [Time]

Location: [Room Name/Link for Virtual Meeting]

We hope to see you there to give [Employee Name] a warm send-off.

Best regards,

[Your Name]

[Your Title]

[Company Name]