

Formal Retirement Invitation Letter

Subject: Invitation to Celebrate Retirement

Dear [Recipient Name],

You are cordially invited to a retirement celebration honoring [Retiree Name] for their dedicated service to [Company/Organization]. The event will take place on [Date] at [Time] at [Venue].

Please join us for an evening of appreciation, speeches, and fellowship as we honor [Retiree Name]'s achievements and contributions.

Kindly RSVP by [RSVP Date]. We look forward to your presence.

Sincerely,

[Organizer Name]

[Title/Organization]

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