

Professional Retirement Reception Email

Subject: Retirement Reception Invitation for [Retiree Name]

Dear Colleagues,

We are pleased to announce a retirement reception for [Retiree Name], in recognition of their years of dedicated service at [Company/Organization]. The event will be held on [Date] at [Time] in [Venue].

Your presence would be greatly appreciated to celebrate their accomplishments and contributions.

Kindly RSVP by [RSVP Date].

Best regards,

[Organizer Name]

[Title/Department]

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