[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Retirement Announcement of John Holmes**

Dear [Name of the Recipient],

We are excited to share the news of the retirement of John Holmes from [mention Organization Name]. John is getting retired from work next Wednesday, 10th June. On his special day, we are throwing an after-work party to celebrate his retirement and to honor his work and achievements.

Therefore, we also request you to join us at this party to make it a memorable day for John. We will be looking forward to seeing you.

Thanks!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]