

Dear Team,

We are pleased to invite you to a special **office farewell party** in honor of our esteemed colleague, whose dedication and achievements have left an indelible mark on our organization.

Please join us for an evening of cherished memories, delicious refreshments, and heartfelt farewells as we celebrate their contributions to our team.

Date: Friday, 14th June 2024

Time: 6:00 PM onwards

Sunset Banquet Hall

Venue: 123 Celebration Avenue

Downtown, Cityville

Venue Map

To make it easier for everyone to find the venue, please refer to the map below:

[Venue Map](#)

Click on the map above for directions.

We hope you can make it to this special evening as we bid a fond farewell to our valued colleague. Your presence will make the occasion even more memorable.

Kindly RSVP by Wednesday, 12th June 2024.

For any queries, please contact [Organizing Committee Name / Contact Person].

Warm regards,

[Your Name]

[Your Position]

[Company Name]