

[Your Name]
[Your Position/Title, if applicable]
[Your Organization/Company]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position/Title, if applicable]
[Recipient's Organization/Department]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Formal Invitation to Farewell Party

Dear [Recipient's Name],

On behalf of [Organization/Department Name], it gives me great pleasure to cordially invite you to a formal farewell party dedicated to honoring [Honoree's Name/Position], who will be departing from [Company/Department/Organization Name] after [number] years of dedicated service.

The farewell party will be held as follows:

- **Date:** [Day, Date]
- **Time:** [Time, e.g., 6:00 PM]
- **Venue:** [Venue Name], [Full Address of the Venue], [City, State, ZIP Code]

We kindly request your esteemed presence at this event as we gather to bid a fond farewell to [Honoree's Name], share memories, and extend our best wishes for future endeavors. Your presence will certainly make the occasion even more special.

Please RSVP by [RSVP Date] to [RSVP Contact Person], at [RSVP Phone Number/Email Address]. Should you require any further information or assistance regarding the venue, please do not hesitate to contact us.

We look forward to honoring [Honoree's Name] together and reminiscing about the memorable times shared.

With warm regards,

[Your Name]
[Your Position/Title]