

Dear [Recipient's Name],

We are both excited and a little sad to announce that the time has come to bid farewell to [Name of Departing Individual(s)]. To mark this significant moment and cherish the memories we've shared, we warmly invite you to a special farewell party.

This gathering is our opportunity to express our gratitude for [his/her/their] contributions and to wish [him/her/them] joy and success in the new journey ahead. Your presence would mean a lot as we celebrate and create more unforgettable memories together.

**Party Details:**

- **Date:** [Date of Party]
- **Time:** [Start Time]
- **Venue:**  
[Venue Name]  
[Building Number], [Street Name]  
[City], [State], [Zip Code]  
(Landmark: [Nearby Landmark or Directions])

Kindly RSVP by [RSVP Date] so we can make the necessary arrangements. If you need any further directions or assistance, please feel free to contact [Contact Person, Phone Number, or Email Address].

Let us come together to make this farewell a truly memorable and joyous event!

Best regards,

[Your Name or Host Organizing Committee]