

Hey **[Friend's Name]**,

I hope you're doing great! I wanted to let you know we're throwing a farewell party for **[Friend/Colleague's Name]**, and of course, it wouldn't be the same without you there. We've had so many fun moments together, and this is our chance to create one last special memory before **[he/she/they]** leaves.

Here are the details:

- **Date:** [Date of the party]
- **Time:** [Time of the party]
- **Venue:** [Address/Location]

It's going to be a laid-back, fun evening with music, good food, and lots of laughter. I really hope you can make it-your presence would mean a lot to all of us, and especially to **[Friend/Colleague's Name]**!

Let me know if you're able to make it. Looking forward to catching up and making the farewell an unforgettable one!

Cheers,
[Your Name]