

Date: [Insert Date]

To: [Employee Name/Team]

Dear Team,

This letter serves as an invitation to the **employee farewell party**, celebrating the valued contributions and memorable moments shared with our departing colleague.

**Event Details:**

**Date:** [Insert Date]

**Time:** [Insert Time]

**Venue:** Lakeside Banquet Hall

**Address:** 1234 Sunset Boulevard

**Contact Number:** 555-6789

We warmly encourage all team members to join us in this special gathering to bid farewell, express gratitude, and enjoy an evening of camaraderie and celebration. Your presence will mean a great deal to our colleague and to all of us as we mark this important occasion together.

For any further inquiries or assistance regarding the event, please feel free to contact the venue at 555-6789, or reach out to [Organizer's Name] at [Organizer's Contact Information].

We look forward to seeing you there!

Sincerely,

[Your Name]

[Your Position / Department]

[Company Name]