

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Invitation – Going-Away Party and Gift

Dear :

You are cordially invited to attend the Going-Away party for {name }. Yes, we are all very sad to know that {name } is leaving us. So to cheer up everyone we are having a huge going-away party. The party will be held at {location}, on {date}, at {time}. Please bring a gift in your honor so that {name } will have a memento to remind him/her of you.

Hope to see you there.

Please RSVP.

Sincerely,

N A M E