



PLEASE JOIN US FOR A

RETIREMENT PARTY

In honor of Alexander Stephenson
Office Manager at Your Business Name

PARTY DETAILS

SATURDAY
December 12
20XX
11AM-2PM

1234 YOUR STREET DRIVE
CITY, STATE,
ZIP

Business Casual Attire
Food & Drinks will be served.
Please RSVP by 9/18
(000)123-4567

