

Good afternoon, everyone,

Today we gather to bid farewell to a dear friend and colleague, [Friend's Name]. It's difficult to say goodbye, but we all know this isn't the end, just the beginning of a new chapter.

[Friend's Name], it's been a pleasure working alongside you. Your hard work, dedication, and positivity have made a tremendous impact on our team, and you've been an inspiration to us all. We're going to miss your great sense of humor and the energy you bring to the office every day. As you embark on your new journey, we want you to know that you will always be a part of our family. We are excited for the opportunities and adventures that await you and are confident that you'll continue to shine wherever you go.

Let's raise a toast to [Friend's Name], wishing them success and happiness in all their future endeavors. Here's to new beginnings!

Thank you, and let's keep in touch!

Cheers!