

Ladies and gentlemen,

Today, we gather here with mixed emotions, to bid farewell to our dear colleague, [Colleague's Name]. As [he/she/they] embarks on this exciting journey abroad, we reflect on the great times we've shared and the indelible mark [he/she/they] has left on our team.

[Colleague's Name], your dedication, creativity, and passion have inspired us all. You've not only been a remarkable professional but also a wonderful friend. Your infectious enthusiasm and positive spirit have made our workplace brighter and more enjoyable.

As you take on this new adventure, remember that you carry with you all our good wishes and admiration. May your new role be as rewarding and fulfilling as your time here has been for us. Know that you are irreplaceable and deeply missed.

This is not a goodbye but a see you soon. We look forward to hearing about all your remarkable accomplishments and hopefully seeing you again. Safe travels and best of luck on this thrilling new chapter!

Thank you.