

Ladies and gentlemen,

Today, we gather here with mixed emotions to bid farewell to a dearly cherished colleague and friend, [Employee's Name], who has been a cornerstone of our organization for [number] years.

[Employee's Name] has not just been a remarkable employee, but also a constant source of wisdom, humor, and warmth that has touched all of us in profound ways. We'll never forget the dedication shown in numerous projects or the way [he/she/they] could always lighten up the room with a simple joke or a kind word on challenging days.

Thinking back through the years, we remember the milestones achieved together and the occasional hiccups we faced as a team. Through it all, [Employee's Name] demonstrated unwavering commitment and resilience, paving the way for a brighter future for our company and each individual working alongside.

As [he/she/they] embarks on this new journey, we know that the same spirit and dedication will undoubtedly lead to new successes. While we will deeply miss seeing [Employee's Name] daily, we take comfort in the memories and the indelible mark left upon us.

On behalf of everyone here, we wish you, [Employee's Name], a future filled with happiness, continued success, and new adventures. Remember that you will always be a part of our family, wherever you go.

Here's to new beginnings and everlasting memories. Thank you, [Employee's Name], for everything.

[Raise a glass] To [Employee's Name]!

Thank you.