

Ladies and gentlemen,

Today, we gather with mixed emotions to bid farewell to someone who has been more than just a colleague or friend to us. As we honor [Name], let us cherish the wonderful moments and the countless ways they have touched our lives.

[Name], your warmth, kindness, and positive spirit have left an indelible mark in our hearts. You have been a guiding light and a source of inspiration. Your laughter brightened our days, and your wisdom guided us through challenges.

As you embark on this new journey, please know that you carry with you our deepest gratitude and love. Though you may not be with us physically, the bond we share remains strong.

Thank you for everything, [Name]. We wish you endless joy and success in your new chapter. You will be dearly missed, but forever cherished.

With love and best wishes.