

Ladies and gentlemen,

Today, we gather with mixed emotions to send off someone who has not only been a colleague but a true inspiration to us all. As we bid farewell to [Name], we take this moment to reflect on the incredible journey we have shared.

[Name], your unwavering dedication, kindness, and generosity have left an indelible mark on our hearts. You've been a pillar of strength and a beacon of light, guiding us through challenges and celebrating triumphs. Your laughter, wisdom, and unwavering support have made our workplace not just a better place but a second home.

As you embark on this new chapter, we want you to know how profoundly grateful we are for every moment spent with you. You've taught us not just through words but through the grace of your actions. We will cherish our memories and strive to uphold the values you've instilled in us. While we are saddened to see you go, we are excited for you and the adventures that await. Our support and love go with you, today and always.

Thank you, [Name], for everything. You will be dearly missed, but never forgotten.

Wishing you all the happiness and success in the world.

Thank you.