

Ladies and Gentlemen,

As we gather here today, we're not just marking the end of a chapter but celebrating the incredible journey of our dear friend and colleague, [Name]. It's a bittersweet moment, filled with gratitude and a tinge of sadness as we bid farewell.

[Name], your dedication, professionalism, and warmth have made a lasting impact on each of us. You have been more than just a coworker; you've been a true friend, a guide, and an inspiration. Your presence will be deeply missed, but your legacy will continue to guide us.

As you embark on this new adventure, we wish you all the success and happiness. Remember that while you're stepping into a new phase, you'll always be a cherished part of our work family. Please keep in touch and let us share in your future triumphs.

Thank you for the unforgettable memories and for making our workplace a brighter, better place. Best of luck, dear [Name]. Farewell, but not goodbye.

With heartfelt wishes,

[Your Name]