

Ladies and gentlemen,

As we gather here today to bid farewell to our esteemed colleague, [Colleague's Name], I am filled with mixed emotions. While we are sad to see them leave, we are also grateful for the wonderful contributions they've made during their time with us.

[Colleague's Name] joined us [number] years ago and, from day one, demonstrated exceptional dedication and professionalism. Their ability to handle challenges with grace and their unwavering commitment to excellence have truly set a high standard for all of us.

One of the many things I will miss about [Colleague's Name] is their collaborative spirit. Whether it was working late to meet a deadline or offering support to a team member, they always went above and beyond. Their leadership and mentorship have greatly enriched our team and fostered an environment of learning and growth.

As [Colleague's Name] moves on to new adventures, I want to take a moment to express our deepest appreciation. Your hard work, vision, and integrity have left an indelible mark on our hearts and our workplace.

Thank you, [Colleague's Name], for everything. We wish you continued success and happiness in all your future endeavors.

Please join me in a round of applause for [Colleague's Name].