

**\*\*Opening:\*\***

1. **\*\*Greeting and Welcome:\*\***

- "Ladies and gentlemen, esteemed colleagues, dear students, and beloved friends of our school community. Thank you for gathering today to celebrate a truly momentous occasion."

2. **\*\*Introduction:\*\***

- "We are here not just to say goodbye, but to pay tribute to someone who has been the captain of our ship for so many amazing years."

**\*\*Body:\*\***

3. **\*\*Highlight Achievements:\*\***

- "Our principal has navigated us through stormy seas, calm waters, and everything in between. Under their leadership, the school has won not just academic accolades but also the Best Coffee in Staff Room award, four years running."

4. **\*\*Funny Anecdotes:\*\***

- "With an impeccable fashion sense that sometimes even included socks that matched each other, our dear principal never failed to brighten up a Monday morning assembly."

5. **\*\*Express Gratitude:\*\***

- "Thank you for dealing with our shenanigans, for teaching us that PowerPoint presentations can be exciting, and for being the official keeper of the world's most extensive collection of ties."

**\*\*Conclusion:\*\***

6. **\*\*Farewell Message:\*\***

- "As they embark on this new adventure in retirement, we wish them endless days of fishing, golf, or whatever hobby isn't worse than a school board meeting."

7. **\*\*Invitation to Celebrate:\*\***

- "Let's raise a toast to their years of service, and to a future filled with fun and relaxation--because there are no quarterly reports in retirement!"

8. **\*\*Closing:\*\***

- "Thank you all for being here. Let the festivities begin!"