

****Opening:****

- Greeting: "Good afternoon, everyone."

- Occasion: "We are gathered here today to bid farewell to [Employee's Name]."

****Acknowledgment:****

- Mention years of service: "[Employee's Name] has been with us for [X] years."

- Highlight key contributions: "During this time, they have made incredible contributions to our team."

****Personal Touch:****

- Personal anecdotes: "I remember when [share a fond or funny memory]."

- Impact on team: "[Employee's Name] has been a mentor, a friend, and a vital part of our community."

****Heartfelt Gratitude:****

- Expression of thanks: "Thank you, [Employee's Name], for your dedication, hard work, and infectious enthusiasm."

- Community sentiment: "You will be greatly missed by all of us here."

****Wishes for the Future:****

- Good wishes: "We wish you all the best in your future endeavors."

- Invitation for continued connection: "We hope you will stay in touch and share your adventures with us."

****Closing:****

- Final thank you: "Once again, thank you, [Employee's Name], for everything."

- Gesture of farewell: "Let's raise a glass to [Employee's Name] and their bright future."