

Ladies and Gentlemen,

As we gather today, we find ourselves at a bittersweet juncture. We're here to celebrate not just the closing of a chapter but also the remarkable journey of our dear colleague and friend, [Name].

Thinking back to [Name]'s first days in the office, it feels like just yesterday, yet so much has changed since then. [Name] has been more than just a coworker; they've been a beacon of positivity and a reliable pillar in our team. Their dedication, creativity, and unique ability to bring out the best in those around them have left an indelible mark on each of us.

I recall the times [Name] would stay late to ensure a project was completed, or those creative brainstorm sessions where they pushed us to think outside the box. Every joke shared over coffee or inspiring pep talk given before a big presentation will be missed dearly.

[Name], as you step into this new chapter, we want you to know how much you've enriched our lives and contributed to our successes. We're excited to see you soar and know you'll achieve great things ahead.

Let's raise a glass to [Name]--for all they've been, all they've accomplished, and all that's waiting for them on this new horizon.

Cheers!

Thank you.