

Ladies and gentlemen,

We gather here today with heavy hearts to remember a beloved colleague and cherished friend. [Colleague's Name] was not just a part of our team but a radiant presence in our lives. Always quick with a smile and a kind word, [he/she/they] had a remarkable way of making everyone feel valued and understood.

Every corner of our workplace holds a memory of [his/her/their] laughter and dedication. [Colleague's Name] approached each day with passion, always striving to uplift those around [him/her/them]. In moments of challenge, [he/she/they] offered strength and guidance, showing us the true meaning of teamwork.

Today, as we mourn [his/her/their] loss, we also celebrate the profound impact [he/she/they] had on each of us. Let us carry forward [his/her/their] legacy of kindness and camaraderie, supporting one another as [he/she/they] always did.

In heartfelt remembrance, let us hold [Colleague's Name] close in our thoughts and continue to share [his/her/their] stories, keeping [his/her/their] spirit alive in our hearts.

Thank you.