

---

Ladies and Gentlemen,

As we gather to bid farewell to [Manager's Name], I would like to take a moment to reflect on the significant impact [he/she/they] has had on our team and organization.

[Manager's Name] joined us [time period] ago, bringing with [him/her/them] a wealth of experience and a unique vision that has propelled us forward. Under [his/her/their] leadership, we have achieved milestones and overcome challenges, growing stronger and more united as a team.

[He/She/They] has been more than just a manager; [he/she/they] has been a mentor and a guide, always willing to listen and offer support.

[His/Her/Their] commitment to excellence and integrity has set a standard for all of us, and [he/she/they] will be greatly missed.

As [he/she/they] embark on a new journey, we wish [him/her/them] success and happiness. We are confident that [he/she/they] will continue to achieve great things and inspire those around [him/her/them].

Please join me in expressing our heartfelt gratitude and best wishes for [Manager's Name]'s future endeavors.

Thank you.

---