

Good [morning/afternoon/evening], everyone,  
Today, we gather to say goodbye to [Name], who is embarking on a new chapter. It's a bitter-sweet moment as we bid farewell to a colleague, a mentor, and a friend. [Name], your contributions have been invaluable, and your presence will be greatly missed.  
Throughout your time here, your dedication and passion have inspired all of us. You've not only achieved success but also built lasting relationships that we will cherish. As you move on to explore new opportunities, we know you will tackle them with the same enthusiasm and determination you've shown here.  
On behalf of everyone, I want to express our deepest appreciation for all you've done. Your impact will be felt long after you've left, and you will be remembered fondly. We wish you great success in your future endeavors. May this next phase of your life bring happiness, growth, and fulfillment.  
Thank you, [Name], for everything. Keep in touch and all the best!  
[Optional: Brief personal anecdote or memory with the departing person]  
Let's raise a glass in honor of [Name]. Cheers!