

Ladies and gentlemen,

We are gathered here today under somber circumstances to honor the memory of our dear colleague and friend, [Name]. In the time [he/she/they] spent with us, [he/she/they] left an indelible mark on our team and our hearts. [Name] was not only a dedicated professional but also a source of inspiration to everyone around [him/her/them]. [His/Her/Their] commitment to excellence and passion for [his/her/their] work set a standard that we will strive to uphold. Beyond [his/her/their] professional achievements, [he/she/they] was a kind and compassionate individual, always ready with a word of encouragement or a listening ear.

As we reflect on [his/her/their] life and contributions, let us remember the many ways in which [he/she/they] touched our lives. May we carry forward [his/her/their] legacy through our actions and support one another in this time of grief.

Our thoughts and prayers are with [his/her/their] family during this difficult time, and we extend our deepest sympathy to them.

Let us take a moment of silence to honor and remember [Name].

[Pause for a moment of silence]

Thank you.