

Ladies and Gentlemen,

Today, we gather to bid farewell to our dear colleague and friend, [Name], who is embarking on a new and exciting journey. As [Name] moves on to pursue wonderful new opportunities, we want to take a moment to express our heartfelt appreciation for all that [he/she/they] has brought to our team.

[Name], your dedication, hard work, and positive spirit have been invaluable to us. You've been more than just a coworker; you've been a source of inspiration and a true team player. Your contributions have not only driven our success but have also made this workplace a better and more joyful place to be.

While we are sad to see you go, we are also incredibly excited for what the future holds for you. Your talents and determination will undoubtedly lead you to great success, and we are eager to hear about all the incredible things you will achieve.

Please know that you will always have a special place in our hearts and that you are always welcome back with open arms. We wish you all the best in your new adventure and hope that it brings you immense satisfaction and happiness.

Thank you, [Name], for everything. You will be greatly missed, but we will carry forward the lessons and the energy you've brought into our lives. Good luck and farewell!

Warm regards,

[Your Name]