

Ladies and Gentlemen,

Today, we gather with a mix of emotions as we bid farewell to one of our own. Though unexpected, this departure is a moment for us to reflect on and celebrate the contributions that [Team Member's Name] has made to our team.

[Team Member's Name], your dedication, positive spirit, and camaraderie have been invaluable to us. You have not only been a colleague but a friend. Your influence will certainly linger in the hallways and in our hearts.

As you step into this new chapter, know that you leave behind cherished memories and a team that greatly appreciates you. We wish you all success and happiness in your future endeavors.

Take care and stay in touch. You will be truly missed.

Thank you.