

Ladies and gentlemen,

Today, we gather to celebrate a significant milestone in the career of our dear colleague, [Team Member's Name]. While it is indeed a bittersweet occasion, as we bid farewell to [Name] from our team, we also celebrate the exciting new chapter ahead, as they embark on an internal transfer to [New Department/Role].

Throughout their time with us, [Name] has been an invaluable part of our team, contributing not only their expertise but also their kindness, creativity, and unwavering positivity. [He/She/They] have left an indelible mark, inspiring us all with [his/her/their] dedication and teamwork.

Though it's difficult to see [Name] leave our immediate circle, we're thrilled about the opportunities that await [him/her/them] in [New Department]. We know [he/she/they] will bring the same passion and drive that we've come to admire.

So, let's not say goodbye, but rather, see you later. We wish [Name] great success and happiness in [his/her/their] new role, confident that [he/she/they] will achieve remarkable things.

Please join me in congratulating [Name] and wishing [him/her/their] all the best on this exciting journey!

Cheers!