

Ladies and Gentlemen,

Today we gather to bid farewell to our dear colleague, [Name], as they embark on a new chapter of their life--a well-deserved career break to focus on family.

[Name], your dedication and hard work have been an inspiration to us all, and while we will certainly miss your presence in the office, we wholeheartedly support your decision to prioritize your loved ones.

Over the years, you have been more than just a colleague--you've been a central part of our team, bringing energy, creativity, and a sense of camaraderie that has made our workplace a better place. We are so grateful for the positive impact you've had, and your contributions will be remembered and cherished.

As you take this time to be with your family, know that your work family will be cheering you on. We hope this break brings you joy, balance, and unforgettable memories. Remember, this is not a goodbye forever, but rather, a 'see you soon.'

Wishing you all the best in this new adventure. Keep in touch and let us know how you are doing!

Thank you.