

****Farewell Speech Outline for Retiring Volunteer****

I. Introduction

- Warm greeting to everyone present.
- Brief mention of the purpose of gathering: honoring the retiring volunteer.

II. Acknowledgment of the Volunteer's Contributions

- Highlight the duration of their service.
- Mention key achievements and contributions made.
- Personal anecdotes or stories reflecting their dedication and impact.

III. Personal Impact

- Share how the volunteer's work has personally touched you or the organization.
- Mention the influence they have had on colleagues and the community.

IV. Expressions of Gratitude

- Offer heartfelt thanks on behalf of the organization and community.
- Acknowledge their selflessness and commitment.

V. Best Wishes for the Future

- Convey best wishes for their retirement journey.
- Mention hopes for their happiness, health, and leisure in the new chapter of their life.

VI. Closing

- Final thank you to the volunteer.
- Encourage the audience to show their appreciation.
- Conclude with a positive and uplifting note.