

# Short Welcome Speech for Farewell

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**Good [morning/afternoon/evening] everyone,**

Thank you all for joining us today as we gather to bid farewell to our dear friend and colleague, [name of the person]. While farewells are always bittersweet, today is about celebrating all the wonderful moments we've shared together and the lasting impact [name] has made on our lives.

[name] has been an invaluable part of our team, and [his/her/their] contributions have left a lasting mark on us all. Though we will miss [him/her/them], we are excited for [his/her/their] next chapter and all the great things that lie ahead.

Thank you all once again for being here to honor [name]. Let's make this a memorable send-off and cherish the memories as we say goodbye. Welcome, and let's celebrate!