

Short Welcome Speech Sample

Good [morning/afternoon/evening] everyone,

I'm delighted to welcome you all to [name of the event or occasion]. It's truly wonderful to see so many of you here today. We've come together to [mention purpose of the event, e.g., celebrate, learn, connect], and your presence makes this gathering all the more special.

We have a fantastic program planned with [mention highlights like speakers, activities, or performances], and I'm confident you'll find today both enjoyable and inspiring.

Thank you for being here, and let's make this a memorable day. Welcome, everyone!