

Welcome Speech for Guest in Annual Function

Good [morning/afternoon/evening], everyone,

It gives me immense pleasure to welcome you all to the [Year] Annual Function of [Institution/Organization Name]. Today is a day of celebration, reflection, and togetherness as we come together to honor achievements and share in the joy of this wonderful event.

We are especially privileged to have with us our esteemed guest, [Guest's Name], a [designation/role] known for their remarkable contributions in [specific field]. Their presence here today inspires us all, and we are truly honored to have them join us for this special occasion.

[Guest's Name], your achievements and dedication have set a benchmark for excellence, and we are eager to hear your words of wisdom. Your presence not only enhances the importance of this event but also motivates everyone to aim higher and achieve more.

On behalf of [Institution/Organization Name], I extend our heartfelt gratitude and a warm welcome to you. Let us all give a big round of applause to our distinguished guest, [Guest's Name].

Thank you for being here and making this event even more memorable. Let us now proceed with the celebrations!

Thank you!