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Retirement speech planning notes



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S P E E C H P L A N N I N G

retirement speech

Name and years of service · _____
years

How we first met / worked together ·

Their biggest achievement · _____

A story that captures their character ·

What colleagues will miss most · _____

Something funny (approved) · _____

Best wishes for retirement · _____

K E E P I T W A R M , K E E P I T T R U E , K E E P I T
U N D E R 5 M I N U T E S

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