

Retirement Speech: Warm, Specific, Memorable

SPEECH WRITING | APPROX. 2-MINUTE DELIVERY

Sample brief

A colleague speaks at a fictional retirement gathering for Pat, a workshop coordinator. All anecdotes are invented for this demonstration and would be replaced with approved personal details in a commissioned speech.

A little of Pat's patience

Good evening, everyone.

When Pat first showed me around the workshop, I expected a tour of the equipment. What I got was a lesson in asking better questions.

I asked, "Where does this go?" Pat asked, "Who needs to find it next?"

That was Pat's way. The job was never just to finish your part. It was to leave things a little easier for the next person.

We saw it in the clear labels, the careful handovers, and the extra minute spent explaining something without making anyone feel foolish for asking. We also saw it in Pat's ability to locate a missing tool while the rest of us were still insisting we had put it back.

There is a temptation at a retirement gathering to list every task someone has handled. We could do that tonight, but we would be here a while, and Pat has already earned an evening without a checklist.

Instead, I want to thank Pat for the way the work was done: with patience, attention, and respect for the people doing it. Those habits stay with a team. They become the things we remember when a new colleague needs help or a busy day starts to get the better of us.

Pat, I hope the next chapter gives you more time for the things you choose, fewer interruptions, and absolutely no reason to explain the labeling system again.

We will miss you. We will manage. And when we do manage, a little of your patience will be part of the reason.

Please join me in raising a glass to Pat.

Delivery note

Pause after the missing-tool line and before the final toast. Keep the humor affectionate. The speaking time depends on pace and audience response.