

Farewell Memory Starter



A kind 20-minute send-off: the right wording for the occasion, contribution cards where each writer chooses what is shared, and six prompts.

4

PAGES

20

MINUTE PLAN

6

PROMPTS

WHAT'S INSIDE

- Occasion wording
- 20-minute plan and consent rule
- Contribution cards
- Six prompt cards

Quick Guide



Pick the wording, check the consent rule, run a 20-minute send-off

OCCASION	SIGN SAYS	CARDS SAY	KEEP IN MIND
Retirement	Happy Retirement	Wishing you a happy retirement	Celebrate the career, not the age. Skip jokes about getting old.
A new job	Congratulations & Good Luck	Good luck in your new role	Keep it about them; no comparisons with the new employer.
Moving away	Farewell & Safe Travels	Safe travels and a warm welcome wherever you land	Offer a way to stay in touch for those who want it.
Leaving the team	Thank You & Farewell	Thank you for everything you brought to the team	A neutral choice when the reason is private.

20 MINUTES

BLOCK	MIN
Welcome and consent check	3
Quiet writing	5
Optional memory circle	9
Thank-you and close	3

THE CONSENT RULE

Every contribution card carries four separate ticks: read aloud · include in a printed keepsake · my name may appear · private only. Blank or contradictory choices: PRIVATE. "Private only" overrides other marks; ask before any broader use. Read aloud never implies keepsake or name.

Contribution Cards



Print extra copies; the contributor decides what may be shared

A MEMORY I WANT TO OFFER

THE MOMENT

WHY IT MATTERED

- ☐ Read aloud ☐ Include in a printed keepsake
- ☐ My name may appear ☐ Private only

Blank or contradictory choices: PRIVATE. "Private only" overrides other marks; ask before any broader use.

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Six Prompt Cards

Ideas for what to write or say

A SMALL KINDNESS

Share one ordinary act of help you appreciated.

HOST NOTE

What difference did it make that day?

A LESSON

Name one useful thing you learned from this person.

HOST NOTE

How might you carry it forward?

A MOMENT

Recall a moment that still makes you smile.

HOST NOTE

Check that the story is theirs to share publicly.

A STRENGTH

Describe a strength you saw in action.

HOST NOTE

Give a specific example if the person is comfortable.

A THANK-YOU

Finish: "Thank you for..."

HOST NOTE

Keep the message sincere and concrete.

A WISH

Offer a kind wish for their next chapter.

HOST NOTE

Do not assume their plans or health.