

How to use this outline template.

1. Read through the notes already entered in each section. They are an example of what you are going to do with your own material.
2. **Start with Section Two**, the body of the speech. Delete the example material in red and in its place enter the ideas you've selected from your brainstorm.
3. **Move onto Section Three**, the conclusion. Delete the example material and enter your ideas under each of its 4 headings.
4. **Then complete Section One**, the opening. Delete the example introduction and enter your own.

Please note an outline is not the completed speech text. It is the flow of ideas from beginning to end and mostly, in note form. Once the outline is completed it will make writing your speech so much easier.

Section One – Introduction

Who else has been marking off the days until [name of person] leaves us? From next Monday there'll be a huge hole in our team. They'll be [whatever it is they're going to do e.g. basking in the sun on a beach in Bali] and we'll be wondering how we're going to manage without them.

Section Two – Body

Eg. Basic Facts: History with Company

- been with us 5 years:

- started as senior product development manager

- promoted to the new group product development manager position after 2 years

leaving to go travelling

Positive qualities with examples:

- Fun loving:
organised 'crazy hat' and t-shirt Fridays
- Genuinely caring and considerate:
made a point of always acknowledging what had been done by someone to get a job done, was careful to NOT overload already stretched workers, watched for signs of stress
- Collaborative:
didn't need to be a solo hero, could easily involve others and share the spotlight, a team player

Work stories 1, 2, 3...

- Successful projects:
the development of the hugely successful mentoring and ongoing training scheme to nurture junior product developers

the push to diversify and develop high value niche products
- Funny work story:
the time they thought it was 'crazy hat' Friday and arrived at the office in time to meet the trade delegation from China in the foyer wearing an oversized lolly-pink furry top hat decorated with bright yellow daffodils bouncing and nodding at the ends of long green springs.

Section Three – Conclusion

1. What is the impact of the person leaving? What will you miss?

I know it's selfish, but how on earth are we going to pull together the monthly sales reports without you? And who is going to delight us with a new silly hat every week? We definitely have a few challenges ahead.

2. Best wishes

We're really happy that your dreams have come true: that you're going to be travelling and exploring the world. Just don't rub it in too hard and too often with instagrammable moments.

3. Thanks

On behalf of us all thank you for everything over your time with us: your encouragement, support, humor, and your leadership.

4. Final comment

Go well, go strong, and go knowing we think the world of you, and wish you all the best. Keep in touch!

(This sample outline document is one of three free printables from an article on [how to easily write a farewell speech for a colleague leaving.](#))