

ACKNOWLEDGE RETIREMENT

1

Retirement is a life event that not only changes the retiring employee's experience but also impacts your local environment. Plan a farewell gathering to thank the person for their commitment over the years.

Write a brief welcome to all attendees and an introduction to the event saying you're gathered to acknowledge the great contributions the guest of honour made to the university.

2

Emphasize the projects completed and the processes improved. Be specific and provide details on the great work done. Highlight the retiree's collaboration with the colleagues both on your team and from across the university.

Avoid generalities. Be personal and sincere. It might be appropriate to invite the retiree's peers from other units to join the farewell gathering.

3

When you're planning to celebrate retirement, consider presenting the retiree with a long-lasting keepsake with the UCalgary logo that can be engraved with a personal note and the retiree's name.

Work with your team to collect words describing the retiree's personal and professional attributes to use at the event or ask them to share the highlights of their work with the retiree.

READY TO START?

Use this template to create a personalized script for your celebration event.

ACKNOWLEDGE RETIREMENT

Retirement is a wonderful opportunity to thank an individual for the contribution they made to the university. Add to the joy of your colleague's retirement with your well wishes and memorable mementos.

Who is the retiree?

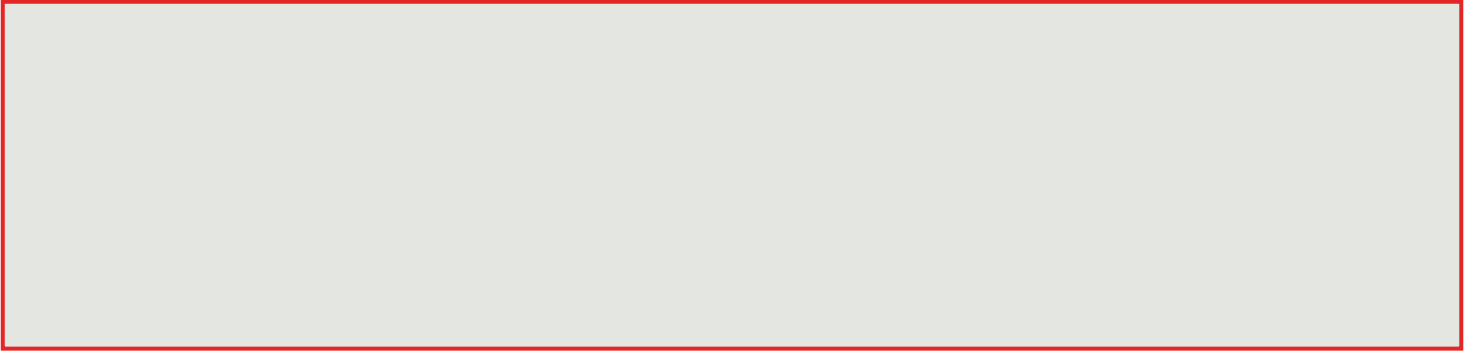
How many years have they worked at UCalgary?

Write a brief introduction and include a thank you to the invited guests.

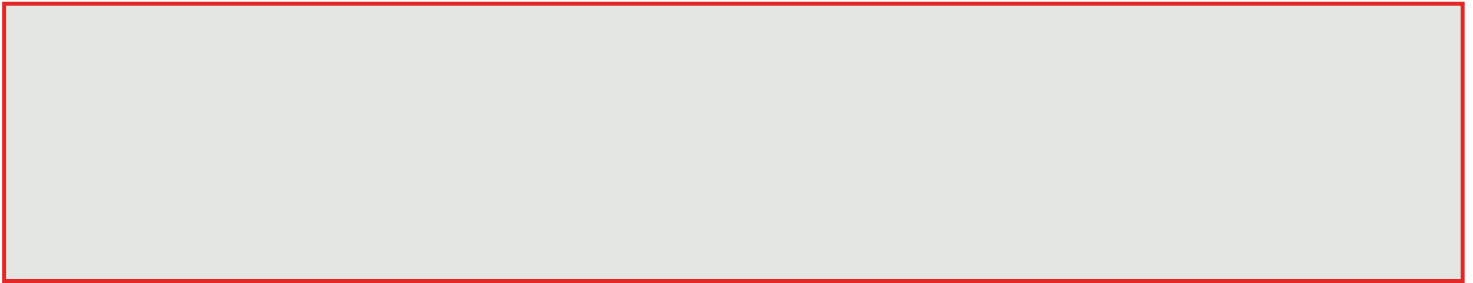
You might want to start off with a fun historical or university-related fact or a quote. Check information about the events that happened during the retiree's employment at UCalgary at [The Roads that Brought Us Here](#).

Spotlight some attributes and talents unique to the retiree and link them to the [Eyes High Strategy](#) and UCalgary values. Highlight some previous and current projects and share a brief story about the guest of honour's career succes.

Personalize the event in a creative way: prepare a scrapbook or collage using photos from team events and project notes to be delivered at the event. Work with your team to collect words describing the celebrant's personal and professional attributes, then use them to create a framed word cloud for the retiree.



Check the [UCalgary Employee Retirement Program Guidelines](#) to learn what kind of support the university offers for retirement celebration.



Schedule the event and send speaker invitations.

Invite a few speakers to talk to the great work accomplished by the guest of honour. Choose both a leader and a peer to add weight and meaning to the celebration.

Speaker :	_____
Outlines: A.	_____
B.	_____
Speaker :	_____
Outlines: A.	_____
B.	_____

Congratulations!

You are now ready to deliver a great presentation.