

Employees can contribute to a manager's farewell flowers, but no one should feel obliged to give. A voluntary collection is a considerate way to mark a departure if the team wants to do it.

## Keep contributions voluntary

A manager has authority over the people they supervise, so a request for money can feel awkward even when it is meant kindly. Employees may worry that saying no will be noticed or judged. Make it clear from the start that contributing is a choice and that nobody needs to explain their decision.

People have different budgets and different relationships with a departing manager. Some may prefer to sign a card, offer a few words in person or do nothing at all. Each response is acceptable.

## Ask once and keep it simple

If you are organizing the flowers, send one neutral message to the team. Explain who the flowers are for, how to contribute and the deadline. Say plainly that participation is optional and that any amount is welcome.

Avoid suggesting an expected amount or following up with people individually. Those steps can turn a friendly invitation into a request that is hard to refuse. If a reminder is needed, send it to the whole group rather than singling anyone out.

## Handle the money discreetly

Choose one person to collect the contributions and order the flowers. Keep the names of contributors and the amounts they give private. The organizer can tell the group the total collected and how it was used without

identifying anyone.

Decide in advance what will happen if there is money left over. For example, you could include a card with the flowers or return the remainder, provided contributors know the plan. Keep the arrangement within the amount collected rather than asking people to cover a shortfall.

## Make the gift inclusive

A card from the team can include everyone who wants to sign it, regardless of who contributed money. There is no need to attach a list of donors to the flowers. A simple message thanking the manager and wishing them well is enough.

Before ordering, consider any workplace rules on gifts and collections. It is also worth checking practical details, such as the manager's last day and where the flowers can be delivered. If flowers would be difficult to take home or are not suitable, a card alone is a perfectly good gesture.

## Common questions

### Can a manager ask employees to contribute?

It is better for an employee rather than a manager to organize the collection. If a manager does raise it, the request should be clearly optional, with no pressure or attention paid to who gives.

### What if only a few people contribute?

Use what is collected for a modest arrangement, or choose a card instead. Do not ask the rest of the team to make up the difference.

Further reading: online flower ordering tips