

Dear [Colleague's Name],

I was deeply saddened to hear about [reason for compassion, e.g., your loss, your health issue]. Please know that my thoughts are with you during this difficult time.

If there is anything I can do to support you or if you need someone to talk to, please don't hesitate to reach out. Remember that you are not alone, and we are all here for you.

Take all the time you need to heal and recover. I look forward to seeing you back when you are ready.

With heartfelt sympathy,

[Your Name]

[Your Job Title]

[Your Contact Information]