

Dear [Coworker's Name],

I was deeply saddened to hear about your recent loss. Please know that my thoughts are with you during this incredibly difficult time.

If there is anything you need or any way I can support you, do not hesitate to reach out. Whether it's covering tasks at work or just being there to listen, I am here for you.

Take all the time you need to grieve and heal. Your well-being is what matters most to us.

Sincerely,
[Your Name]