

Subject: Thinking of You

Dear [Employee's Name],

I hope this message finds you well. I wanted to take a moment to reach out and express my concern after hearing about [specific situation]. I can only imagine how challenging this time must be for you.

Please know that you are not alone, and I am here to support you in any way you need. If you feel comfortable, I would love to chat or simply lend an ear. Remember to take the time you need to process everything.

Wishing you strength and sending positive thoughts your way.

Take care,

[Your Name]

[Your Job Title]