

Our Heartfelt Condolences

Dear [Team Member's Name],

We were deeply saddened to hear about the passing of your [relation, e.g., father, mother]. During this difficult time, please know that our thoughts and prayers are with you and your family.

Remember that your team is here for you, ready to support you in any way you need. Take all the time you require to heal and honor your loved one.

Sending you our love and deepest sympathies,

Sincerely,

[Your Name]

[Your Position]

[Company/Team Name]