

Dear [Colleague's Name],

I was deeply saddened to hear about your loss. Please accept my heartfelt condolences during this difficult time. [Deceased's Name] was a remarkable person, and their presence will be greatly missed by all of us.

If there is anything I can do to support you or if you just need someone to talk to, please don't hesitate to reach out.

Wishing you strength and comfort in the days ahead.

Sincerely,
[Your Name]