

Dear [Colleague's Name],

I was heartbroken to hear about your loss. Please know that you are in my thoughts during this incredibly difficult time. There are no words that can truly ease the pain you are feeling, but I want you to remember that you are not alone. I am here for you, ready to support you in any way you need.

If you feel like talking, I'm just a call away, and if you need some time to yourself, I completely understand and respect that as well. Please take all the time you need to grieve and heal.

[Your Name]

[Your Position]

[Your Contact Information]