

Dear [Colleague's Name],

I was deeply saddened to hear about your loss. Please accept my heartfelt condolences during this difficult time. Losing someone we care about is never easy, and my thoughts are with you and your family.

If you need anything or just someone to talk to, please don't hesitate to reach out. We are here to support you in any way we can.

Take all the time you need to grieve, and remember that you are not alone.

With deepest sympathy,

[Your Name]

[Your Position]

[Your Contact Information]