

Dear [Colleague's Name],

I was heartbroken to hear about your loss. Please accept my deepest condolences during this incredibly difficult time.

Know that my thoughts and prayers are with you and your family. If there is anything you need or any way I can support you, please do not hesitate to reach out.

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

With heartfelt sympathy,

[Your Name]

[Your Position]