

Dear [Employee's Name],

I was deeply saddened to hear about your loss. Please accept my heartfelt condolences during this incredibly difficult time. Losing a loved one is never easy, and I want you to know that you are not alone in this journey of grief.

If there's anything I can do to support you or if you just need someone to talk to, please feel free to reach out. We are all here for you, and we care about you and your well-being.

Take all the time you need to heal. You have our support now and always.

With sympathy,

[Your Name]

[Your Position]

[Your Contact Information]