

Dear [Colleague's Name],

I was deeply saddened to hear about your loss. Please accept my heartfelt condolences during this difficult time. [Name of deceased] was a remarkable person, and their legacy will live on in the hearts of all who knew them.

In this time of grief, please know that you are not alone. I am here to support you in any way you need. Whether it's a listening ear or help with work responsibilities, do not hesitate to reach out.

Take all the time you need to heal, and remember that your colleagues are thinking of you and your family.

With deepest sympathy,

[Your Name]

[Your Position]

[Your Contact Information]