

# Dear [Coworker's Name],

I just wanted to take a moment to reach out during this difficult time. I cannot imagine the pain you are going through, and I want you to know that I am here for you.

Grief can feel overwhelming, but it's okay to take the time you need to heal. Please remember that you have a support system here at work. We care about you and are ready to help in any way you need.

Whenever you feel ready, I would love to help you with your workload, or simply sit down and talk if you need someone to listen. Your strength is admirable, and it's perfectly fine to lean on others during tough times.

Take all the time you need. We're all thinking of you and sending our love and support.

Warm regards,

[Your Name]