

Dear [Colleague's Name],

I am deeply saddened to hear about the passing of your beloved [relation, e.g., mother, father, etc.]. Please accept my heartfelt condolences during this difficult time.

[Deceased's Name] was truly a remarkable person who touched the lives of so many. Their kindness and warmth will be remembered by all who had the privilege of knowing them. I will always cherish the stories you shared about [him/her/them] and the joy they brought to your life.

During this time of mourning, please know that you are in my thoughts. If there is anything I can do to support you, whether it's lending a listening ear or helping with day-to-day tasks, do not hesitate to reach out.

May the memories you shared with [Deceased's Name] bring you comfort and peace in the days ahead.

With deepest sympathy,

[Your Name]

[Your Position]

[Your Contact Information]