

Dear [Colleague's Name],

I hope this message finds you in moments of peace. I want to take a moment to express my heartfelt condolences for your recent loss. I cannot begin to imagine the sorrow you must be feeling, and I want you to know that you are in my thoughts during this difficult time.

Please remember that you are not alone; your colleagues and I are here for you. If there is anything you need or if you would like to talk, I am just a call away.

Take all the time you need to grieve and heal. Your well-being is what matters most right now.

With deepest sympathy,

[Your Name]

[Your Position]

[Your Contact Information]