

Dear [Colleague's Name],

I was deeply saddened to hear about your loss. Please know that my thoughts are with you during this incredibly difficult time. It's hard to find the right words, but I want you to understand that you are not alone.

Take all the time you need to grieve and heal. If there is anything I can do to support you, whether it be lending an ear, helping with work tasks, or just sitting together in silence, please do not hesitate to reach out.

Sending you strength and comfort,

Warm regards,
[Your Name]