

Dear [Coworker's Name],

I was heartbroken to hear about your loss. Please know that you are in my thoughts during this very difficult time.

If there is anything I can do to support you--whether it's helping with work tasks or just lending an ear--please don't hesitate to reach out.

Take all the time you need to grieve and heal. We're all here for you.

With heartfelt sympathy,

[Your Name]