

Dear [Co-worker's Name],

I was heartbroken to hear about your loss. Please accept my deepest condolences during this challenging time. Losing someone we love is never easy, and I can only imagine the pain you are feeling.

If there is anything I can do to support you--whether it's helping with work or just being there to listen--please don't hesitate to reach out. Your well-being is important to all of us here.

Thinking of you and your family.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]