

Dear [Recipient's Name],

I was deeply saddened to hear about the passing of [Deceased's Name]. Please accept my heartfelt condolences during this difficult time.

[Deceased's Name] was not just a colleague but a cherished friend to many of us at [Company Name]. Their presence brought joy and positivity to our workplace, and they will be greatly missed.

As you navigate through your grief, know that you are not alone. Please feel free to reach out if you need support or someone to talk to. We are here for you.

Take all the time you need to heal, and remember that it's okay to grieve in your own way. Our thoughts are with you and your family.

With deepest sympathy,

[Your Name]

[Your Position]

[Company Name]