

Dear [Colleague's Name],

I was heartbroken to hear about your loss. Please accept my deepest condolences during this difficult time. I cannot begin to imagine the pain you are going through, but I want you to know that you are in my thoughts.

If there is anything that I can do to support you, whether it's helping with work or just being there to listen, please do not hesitate to reach out. Remember to take all the time you need to heal.

Wishing you comfort and peace in the days ahead.

Sincerely,
[Your Name]