

Condolence Letter

Dear [Family Member's Name],

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

[Team Member's Name] was not just a colleague, but a valued friend to all of us. Their [mention a positive trait or memory] will always remain in our hearts.

During this time of sorrow, please know that you are in our thoughts and prayers. If there is anything we can do to support you, please do not hesitate to reach out.

With deepest sympathy,

[Your Name]

[Your Position]

[Your Contact Information]