

Dear [Colleague's Name],

I was heartbroken to hear about your loss. Please know that my thoughts are with you during this incredibly difficult time. Losing someone we care about is never easy, and I want you to know that you are not alone in this.

If there is anything I can do to support you, whether it's taking on some of your workload or simply being there to listen, please don't hesitate to reach out. Remember to take the time you need to grieve and heal.

Wishing you peace and comfort in the days ahead.

Sincerely,  
[Your Name]