

# Dear Team,

It is with a heavy heart that we come together to honor the memory of our dear colleague, **[Name]**, who has recently passed away. We reflect on the time we shared with **[him/her/them]** and the impact **[he/she/they]** had on each of us and our team.

**[Name]** was not just a teammate; **[he/she/they]** was a source of inspiration, laughter, and support. **[His/Her/Their]** dedication and commitment to our work will always be remembered, and **[his/her/their]** positive spirit will remain in our hearts.

As we navigate this difficult time, let us come together to support one another. If anyone would like to share memories or thoughts about **[Name]**, we encourage you to do so. Our collective remembrance will help us heal and honor the legacy **[he/she/they]** leaves behind.

We extend our deepest sympathies to **[his/her/their]** family during this challenging time. Let us keep them in our thoughts and prayers.

Sincerely,  
**[Your Name]**  
**[Your Position]**