

Dear [Coworker's Name],

I was deeply saddened to hear about your loss. Please accept my heartfelt condolences during this difficult time. Losing someone we love is incredibly challenging, and I want you to know that you are in my thoughts.

If you need someone to talk to or anything else, please do not hesitate to reach out. I'm here for you, whether it's at work or beyond.

Take all the time you need to grieve and heal. Your well-being is what matters most.

With deepest sympathy,

[Your Name]

[Your Job Title]

[Your Contact Information]