

Dear [Colleague's Name],

I was deeply saddened to hear about your recent loss. I cannot imagine the pain you are going through, but I want you to know that I am here for you during this difficult time.

It's important to take the time you need to grieve and to heal. Please remember that you are not alone; your friends and colleagues are here to support you. If you need someone to talk to or if there's anything I can assist you with, please do not hesitate to reach out.

Take care of yourself. I am keeping you in my thoughts and sending you strength and comfort.

With deepest sympathy,

[Your Name]

[Your Position]

[Your Contact Information]