

Dear [Colleague's Name],

I was deeply saddened to hear about your loss. Please accept my heartfelt condolences during this difficult time. Losing a loved one is never easy, and my thoughts are with you and your family.

If you need someone to talk to or any support, please know that I am here for you. Take all the time you need to grieve and heal.

Wishing you peace and comfort.

Sincerely,
[Your Name]