

Dear [Coworker's Name],

I was deeply saddened to hear about the passing of your [relation, e.g., father, mother, etc.]. Please accept my heartfelt condolences during this incredibly difficult time.

It's hard to find the right words to comfort someone who is grieving. Please know that my thoughts are with you and your family as you navigate through this profound loss. If there's anything I can do to support you, whether it's offering help at work or just being there to listen, please don't hesitate to reach out.

Take all the time you need to heal, and remember that your coworkers are here for you.

With deepest sympathy,

[Your Name]

[Your Job Title]