

# Dear [Team Member's Name],

I was heartbroken to hear about your loss. Please know that my thoughts and prayers are with you during this incredibly difficult time.

It's hard to find the right words to express how sorry I am for your loss. [Name of deceased] was a remarkable person who touched the lives of so many, and their memory will always be cherished.

If you need someone to talk to or if there's anything I can do to support you, please don't hesitate to reach out. We are all here for you, and we will get through this together.

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

Sending you my deepest condolences,

[Your Name]

[Your Position]