

Dear [Coworker's Name],

I was deeply saddened to hear about your loss. Please know that you are in my thoughts during this difficult time.

It's perfectly okay to grieve, and I want to offer my support in any way you need. Whether it's a listening ear, extra help with work, or some time away to heal, I'm here for you.

Remember that you are not alone; your colleagues are here to support you through this journey. Take all the time you need.

With heartfelt condolences,

[Your Name]