

Dear [Colleague's Name],

We want you to know that during this challenging time, you are not alone. Your strength and resilience are an inspiration to all of us.

Please remember that we are here to offer our support, whether it's lending an ear or helping with your workload. Together, we can navigate through this difficult period.

Our team stands united with you, and we believe in your ability to overcome this hardship. Reach out whenever you need, and let's face this together.

With warm regards,

[Your Name]

[Your Position]

[Your Contact Information]