

# Dear [Manager's Name],

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

It's never easy to say goodbye to someone we love, and I can only imagine the pain you are experiencing. You have always been a source of strength for our team, and now it's our turn to support you.

Take all the time you need to grieve and heal. Remember that it's okay to lean on those around you. We are here for you, ready to help in any way you need. Your well-being is what matters most right now.

If you wish to talk or share memories, I am just a phone call away. Please don't hesitate to reach out.

With heartfelt condolences,

[Your Name]

[Your Position]