

**Dear [Boss's Name],**

I was heartbroken to hear about your loss. Please accept my deepest condolences during this difficult time.

Know that my thoughts are with you and your family. If there's anything I can do to support you in the days ahead, please don't hesitate to let me know.

Take all the time you need to heal and grieve. We are here for you.

Sincerely,  
[Your Name]