

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Superior's Name]

[Superior's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Superior's Name],

I was deeply saddened to hear of your recent loss. Please accept my heartfelt condolences during this difficult time.

Words cannot express the sorrow I feel for you and your family. Please know that you have my support, and I am here to assist in any way you may need.

Take all the time you need to mourn and heal. I am thinking of you and wishing you peace.

With deepest sympathy,

[Your Name]