

Dear [Supervisor's Name],

I was deeply saddened to hear about the passing of [Deceased's Name]. Please accept my heartfelt condolences during this difficult time. [He/She/They] was a remarkable person who touched the lives of many, and [his/her/their] memory will always be cherished.

Please know that my thoughts are with you and your family. If there is anything I can do to support you, do not hesitate to reach out.

With deepest sympathy,

[Your Name]

[Your Position]

[Your Contact Information]