

Dear [Recipient's Name],

I am deeply saddened to hear of your recent loss. Please accept my heartfelt condolences for you and your family during this difficult time.

[Deceased's Name] was a remarkable leader who inspired many of us through their passion and dedication. Their guidance and support have left a lasting impact on our workplace, and they will be greatly missed.

If there is anything we can do to support you or your family, please do not hesitate to reach out. Our thoughts are with you, and we are here for you.

With deepest sympathy,

[Your Name]
[Your Position]
[Your Company]