

# Dear [Boss's Name],

I hope this message finds you in moments of peace during this difficult time. I wanted to take a moment to express my heartfelt sympathy for your loss. Words cannot fully convey the sadness that accompanies such profound grief.

Your leadership and compassion have always inspired us, and I want you to know that we stand with you during this challenging period. The impact you have made on our lives and careers is immeasurable, and I am grateful for the guidance you've provided.

Please remember to take the time you need for yourself and allow those around you to support you in any way possible. We are here for you and are ready to assist in any work-related matters while you navigate through this tough time.

My thoughts are with you and your family. May the memories you cherish bring you comfort.

With deepest sympathy,

[Your Name]

[Your Position]

[Your Contact Information]