

# Dear [Colleague's Name],

I hope this message finds you well. I wanted to take a moment to reach out as I understand you are going through a challenging time right now.

Please know that you are not alone, and it's okay to lean on your colleagues for support. If there's anything I can do to help, whether it's lending an ear or assisting with your workload, I am here for you.

Take all the time you need to navigate through this situation, and remember to prioritize your well-being above all else. Your health and happiness matter greatly to all of us.

Thinking of you and sending positive thoughts your way.

Sincerely,  
[Your Name]