

# Condolence Letter

Date: [Insert Date]

Dear [Employee's Name],

It is with deep sorrow that we learned of the passing of your [relation, e.g., father, mother]. Please accept our heartfelt condolences during this difficult time.

We understand how poignant this loss is and want you to know that your team and the company stand with you. Your [relation] was an incredible person who touched the lives of many, and their memory will always be cherished.

Should you need any support from us, please do not hesitate to reach out. We are here for you in any way you may need.

Take all the time you need, and know that our thoughts are with you and your family.

Sincerely,

[Your Name]

[Your Position]

[Company Name]