

Support Letter Template

Date: [Insert Date]

Dear [Employee's Name],

I hope this message finds you well. I want to take a moment to express my deepest sympathy during this challenging time in your life. Please know that the entire team is here to support you in any way we can.

If you need to talk or require any adjustments to your workload, do not hesitate to reach out. Your well-being is our priority, and we want to ensure you have the necessary resources and support.

Take the time you need to heal and focus on what's most important. We look forward to seeing you back at work when you're ready.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]