

Dear [Employee's Name],

I hope this message finds you in moments of comfort. I want you to know that during this challenging time, you are not alone. We are here to support you in any way we can.

Your well-being is our top priority, and we understand that life can present unexpected hurdles. Please feel free to reach out for any assistance or resources you may need.

Remember, it's okay to take the time you need to heal and regroup. We value you as a crucial part of our team, and we're here for you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]