

# Company Letterhead

Date: [Insert Date]

Dear [Employee's Name],

We are deeply saddened to hear about the loss of your [relation, e.g., father, mother]. Please accept our heartfelt condolences during this difficult time.

At [Company Name], we value our employees and care about their well-being. If you need time off or any support, do not hesitate to reach out. We stand with you and your family in this time of sorrow.

Our thoughts are with you and your loved ones.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]