

# In Loving Memory

Date: [Insert Date]

Dear Team,

It is with great sadness that we announce the passing of our beloved colleague, [Colleague's Name]. [He/She/They] was a valued member of our team and will be deeply missed by all of us.

[Colleague's Name] contributed immensely to our workplace with [his/her/their] dedication, professionalism, and warm spirit. [He/She/They] made a lasting impact on both projects and the hearts of everyone around [him/her/them].

We invite you to join us in celebrating [his/her/their] life and contributions. A memorial service will be held on [Insert Date] at [Insert Location] from [Start Time] to [End Time].

Let us come together to honor the memory of our dear colleague and provide support to one another during this difficult time.

With heartfelt condolences,

[Your Name]

[Your Position]

[Company Name]