

Dear [Staff Member's Name],

We are deeply saddened to hear of your loss. On behalf of [Organization's Name], please accept our heartfelt condolences during this difficult time.

We understand how challenging it is to cope with such a profound loss, and we want you to know that our thoughts are with you and your family. If there is anything we can do to support you, please do not hesitate to reach out.

Take all the time you need, and remember that you are not alone. Your well-being is important to us.

With deepest sympathy,

[Your Name]

[Your Position]

[Organization's Name]