

Dear [Team Member's Name],

I was deeply saddened to hear about your loss. Please know that you are in our thoughts during this difficult time. Your strength and resilience have always been an inspiration to us.

If there is anything you need or any way we can support you, please do not hesitate to reach out. We are all here for you.

With heartfelt condolences,

[Your Name]

[Your Position]

[Company Name]