

Dear [Colleague's Name],

I was deeply saddened to hear about your recent hardships. Please know that my thoughts are with you during this challenging time.

If there is anything I can do to support you--whether it be lending an ear or helping out in any way--please do not hesitate to reach out.

You are not alone in this; your colleagues are here for you.

Take care of yourself, and remember it's okay to lean on others for support.

Sincerely,
[Your Name]