

Heartfelt Condolences

Dear [Recipient's Name],

I was deeply saddened to hear about the recent tragedy that has affected our workplace. Please accept my heartfelt condolences during this incredibly difficult time.

The loss of [Name of the deceased or affected individual] has left a profound impact on all of us. [He/She/They] was not only a colleague but a cherished member of our team, whose kindness, dedication, and spirit we will always remember.

In this time of sorrow, please know that my thoughts are with you and everyone affected. We are here to support each other as we navigate through this grief together.

Should you need someone to talk to or assistance with anything, please don't hesitate to reach out.

With deepest sympathy,

[Your Name]

[Your Job Title]

[Your Contact Information]