

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I was deeply saddened to hear about the recent workplace accident that resulted in injuries to [Injured Employee's Name]. Please accept my heartfelt condolences during this challenging time.

It's never easy to cope with such incidents, and I want you to know that our thoughts are with you and the entire team. We are committed to providing any support you may need as you navigate through this situation.

Should there be anything I can do to assist, please do not hesitate to reach out. Again, my sincerest sympathies go out to you and [Injured Employee's Name] for a swift recovery.

Warm regards,

[Your Name]

[Your Position]