

Dear [Colleague's Name],

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

If there is anything you need or any way I can support you, do not hesitate to reach out. I am here for you.

Take all the time you need to heal. Your well-being is what matters most right now.

With heartfelt condolences,

[Your Name]