

**Dear [Colleague's Name],**

I was deeply saddened to hear about the passing of your [relation, e.g., father, mother]. Please accept my heartfelt condolences during this difficult time. Losing a loved one is never easy, and my thoughts are with you and your family as you navigate through this profound loss.

Remember that you are not alone; your colleagues are here to support you in any way you need. If there is anything I can do to help, please do not hesitate to reach out.

Wishing you peace and comfort in the days ahead.

Sincerely,  
[Your Name]