

Dear [Coworker's Name],

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

If there's anything you need or any way I can support you, do not hesitate to reach out. Whether it's taking care of work responsibilities or just being there to listen, I am here for you.

Remember to take care of yourself and allow yourself the time to grieve. Your wellbeing is important to all of us.

With deepest sympathy,

[Your Name]

[Your Position]

[Your Contact Information]