

Dear [Coworker's Name],

I hope this message finds you in moments of peace despite the challenging times you are facing. I want you to know that I am deeply sorry to hear about your recent loss. It is truly heartbreaking, and I cannot imagine the sorrow you must be feeling right now.

Please remember that it is completely okay to take the time you need to heal and process everything. Your well-being is important, and I, along with the team, are here to support you in any way that you need. If you require time away from work or someone to talk to, please do not hesitate to reach out.

We are all thinking of you and sending you strength during this difficult time. Take care of yourself.

With heartfelt condolences,

[Your Name]

[Your Position]