

Dear [Fellow Worker'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.

Know that you are in my thoughts and prayers as you navigate through this profound loss. If there is anything I can do to support you - whether it's helping with work or just lending an ear - please don't hesitate to reach out.

Take all the time you need to grieve and heal. I am here for you.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]