

Dear [Employee's Name],

I was saddened to hear about your recent loss. Please accept my heartfelt condolences during this difficult time. It's hard to find the right words, but I want you to know that you are in my thoughts.

If there's anything I can do to support you, please don't hesitate to reach out. Remember to take the time you need to grieve and heal.

Take care of yourself.

Sincerely,
[Your Name]
[Your Position]