

Condolence Letter

Date: [Insert Date]

Dear [Team Member's Name],

I was deeply saddened to hear about your loss. Please accept my heartfelt condolences during this difficult time. Losing someone dear is one of life's greatest challenges, and my thoughts are with you and your family.

Know that the entire team is here to support you. If there is anything you need, please do not hesitate to reach out.

Take all the time you need to grieve and heal. We are all thinking of you.

With deepest sympathy,

[Your Name]

[Your Position]

[Your Contact Information]