

Dear [Colleague's Name],

I was deeply saddened to hear about your recent loss. I cannot begin to imagine the pain you are going through during this difficult time.

As you navigate through your grief, please remember that you are not alone. I am here for you, and your colleagues are here to support you in any way you need. Don't hesitate to reach out if you want to talk, share a memory, or just sit in silence.

Take all the time you need to heal, and remember to be gentle with yourself. You are strong, and I believe in your ability to find peace amidst this sorrow.

Thinking of you and sending you my heartfelt condolences.

Warm regards,  
[Your Name]