

Dear [Colleague's Name],

I was deeply saddened to hear about your loss. Please accept my heartfelt condolences during this difficult time. Losing someone we love is never easy, and my thoughts are with you and your family.

If there's anything you need or if you would like someone to talk to, please do not hesitate to reach out. I am here for you.

Wishing you comfort and peace in the days ahead.

Sincerely,
[Your Name]