

Dear [Colleague's Name],

I was heartbroken to hear about your loss. Please know that my thoughts are with you during this incredibly difficult time. Losing someone you love is one of the hardest experiences, and I can only imagine the pain you are feeling right now.

If there is anything I can do to support you, whether it's lending an ear or helping with tasks at work, please do not hesitate to reach out. Remember to take all the time you need to grieve and heal; we are all here for you.

Take care of yourself, and again, my deepest condolences.

Sincerely,
[Your Name]