

Dear [Team Member's Name],

We were deeply saddened to hear about your loss. Please accept our heartfelt condolences during this difficult time. We want you to know that we stand beside you and are here to support you in any way you need.

Your strength is admirable, but it is okay to take the time you need to grieve and heal. We are more than just colleagues; we are a team, and we will navigate this together.

If there's anything we can do to help you, whether it be covering your responsibilities at work or simply being there to listen, please do not hesitate to reach out.

Take care of yourself, and know that you are in our thoughts.

With deepest sympathy,

[Your Name] [Your Position] [Your Team/Department] [Your Company]