

Dear [Teammate's Name],

I was heartbroken to hear about your loss. Please know that my thoughts are with you during this incredibly difficult time.

If there is anything you need or if you just want to talk, I am here for you. Whether it's sharing memories, helping out with tasks, or simply sitting in silence, please don't hesitate to reach out.

Your well-being is important to me and the whole team. We all care about you and want to support you in any way we can.

Take all the time you need to grieve, and remember that you are not alone.

With heartfelt sympathy,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]