

Dear [Coworker's Name],

I wanted to take a moment to express my heartfelt sympathy during this difficult time. I know that [specific situation, e.g., you recently lost a loved one, are dealing with a personal struggle, etc.], and I cannot begin to imagine how challenging it must be for you.

Please know that I am here for you. If you need someone to talk to or if there's anything I can do to support you, do not hesitate to reach out. Your wellbeing is important, and I want to be a source of comfort in whatever way you need.

Take all the time you need, and remember that you are not alone. We all care about you and are here to support you.

Thinking of you,

[Your Name]