

Sympathy Letter

Dear [Colleague's Name],

I was deeply saddened to hear about the loss of your [relation, e.g., mother, father]. Please accept my heartfelt condolences during this difficult time.

Your [relation] was a remarkable person, and I know how much they meant to you. It is never easy to lose someone we love, and my thoughts are with you and your family as you navigate this profound loss.

If you need someone to talk to or any support, please don't hesitate to reach out. We are all here for you.

Wishing you strength and peace,

Sincerely,
[Your Name]