

Dear [Recipient's Name],

I was deeply saddened to hear about the passing of [Deceased's Name]. Please accept my heartfelt condolences during this difficult time. [Deceased's Name] was a cherished member of our faculty and will be greatly missed.

Throughout [his/her/their] time with us, [he/she/they] made profound contributions to our institution and touched the lives of many students and colleagues. [He/She/They] will always be remembered for [his/her/their] [mention specific qualities or achievements].

Should you need support or someone to talk to, please know that I am here for you. My thoughts are with you and your family as you navigate this loss.

With deepest sympathy,  
[Your Name]  
[Your Position]  
[Your Institution]