

Dear [Faculty Member's Name],

We are deeply saddened to hear about your recent loss. Please accept our heartfelt condolences during this difficult time.

We understand that this is a profound moment in your life, and we want you to know that our thoughts are with you and your family. You are not alone; we are here to support you in any way you need.

Should you require any assistance or adjustments to your workload, please do not hesitate to reach out. Your well-being is our priority.

Take all the time you need to grieve and heal. We look forward to welcoming you back when you are ready.

With deepest sympathy,

[Your Name]

[Your Position]

[Your Institution]