

Dear [Staff Member's Name],

We were deeply saddened to hear about your recent loss. Please know that our thoughts are with you during this difficult time.

It's important to take the time you need to grieve and heal. We encourage you to reach out for support from your colleagues or management if you need assistance or a listening ear.

Your well-being is our priority, and we are here for you. Please do not hesitate to let us know how we can help you in the days ahead.

With heartfelt sympathy,

[Your Name]

[Your Position]

[Company Name]