

# Dear [Colleague's Name],

I was heartbroken to hear about your loss. Please know that my thoughts are with you during this incredibly difficult time.

Losing someone we care about is never easy, and I can only imagine the pain you are feeling right now. If there is anything you need or any way I can support you, please don't hesitate to reach out.

Take all the time you need to grieve and heal. We are here for you, and you are not alone.

Sending you love and strength.

Sincerely,  
[Your Name]  
[Your Position]