

Dear [Team/Individual's Name],

I hope this message finds you in a moment of peace. I want to take a moment to express my heartfelt condolences for your recent loss. During such a challenging time, it is important for us to come together as a team and support one another.

Please know that we understand the emotional toll this situation may have on you and your work. We encourage you to take the time you need to grieve and to consider your personal well-being a priority. The team stands ready to assist you in any way possible, whether it's taking on tasks, offering flexibility with deadlines, or simply being present to listen.

If there's anything specific you need or if you just want to talk, please do not hesitate to reach out. We are here for you.

Take all the time you need, and remember that you are not alone during this difficult journey.

With deepest sympathy,

[Your Name]

[Your Position]

[Your Company]