

[Your Name]
[Your Position]
[Your Company]
[Date]

Dear [Managing Director's Name],

I was deeply saddened to hear about your recent loss. Please accept my heartfelt condolences during this difficult time.

Words cannot truly express the sorrow I feel for you and your family. [Optional: Mention any specific memories or attributes of the deceased, if appropriate.] Please know that my thoughts are with you as you navigate through this profound sorrow.

If there is anything I can assist you with, either at work or personally, please do not hesitate to reach out.

Wishing you strength and peace in the days ahead.

With deepest sympathy,
[Your Name]