

Dear [Colleague's Name],

I was deeply saddened to hear about your loss. Please know that you are in my thoughts during this difficult time. Losing someone we care about is an unimaginable pain, and it's completely okay to take the time you need to grieve.

If there's anything I can do to help you during this time, whether it's taking on some of your work or simply being there to listen, please let me know. You don't have to go through this alone.

Take all the time you need, and remember that your well-being is what matters most right now.

With heartfelt sympathy,

[Your Name]

[Your Position]

[Your Contact Information]