

Dear [Employee's Name],

I hope this message finds you in good health. I wanted to take a moment to express my deepest sympathies regarding the recent challenges you and your family are facing.

Please know that our thoughts are with you during this difficult time. If there is anything we can do to support you, whether it's flexible working hours or time off, please do not hesitate to reach out.

Your well-being is our priority, and we are here for you in whatever way you need.

Take care and do not hesitate to let us know how we can help.

Sincerely,
[Your Name]
[Your Position]
[Company Name]