

**Dear [Team Member's Name],**

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

It's completely understandable to take the time you need to process everything. We are all here to support you in any way you need--whether that's taking on extra work, lending an ear, or just being there for you.

Remember that you are not alone; your team is here for you, and we care about you.

Take all the time you need to grieve and heal.

With deepest sympathy,

[Your Name]

[Your Position]