

Dear [Colleague's Name],

I was heartbroken to hear about your recent loss. Please know that my thoughts and prayers are with you during this incredibly difficult time.

If there is anything I can do to support you--whether it be helping with work responsibilities, lending a listening ear, or providing any other assistance--please do not hesitate to reach out.

Your well-being is what matters most right now, and I stand ready to support you in whatever way you need.

Take all the time you need, and remember that you are not alone.

With heartfelt sympathy,

[Your Name]

[Your Position]

[Your Contact Information]