

Dear [Colleague's Name],

I was deeply saddened to hear about the loss of your [relation, e.g., father, mother, etc.]. Please accept my heartfelt condolences during this difficult time.

Know that you are not alone; your colleagues are here to support you. If there's anything I can do to help, please don't hesitate to reach out.

Wishing you strength and peace in the days ahead.

With Sympathy,

[Your Name]

[Your Job Title]

[Your Contact Information]