

Dear [Colleague's Name],

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

It's hard to find the words to express my sorrow for your loss, but I want you to know that I am here for you. If you need someone to talk to or help with anything, please do not hesitate to reach out.

Wishing you comfort and peace in the days ahead.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]