

Dear [Colleague's Name],

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

I can only imagine the pain you must be feeling right now. Know that you are in my thoughts, and I am here to support you in any way I can. If you need someone to talk to or help with anything, please don't hesitate to reach out.

Wishing you peace and comfort in the days ahead.

With deepest sympathy,

[Your Name]

[Your Position]

[Your Contact Information]