

Dear [Colleague's Name],

I was heartbroken to hear about your loss. Please accept my deepest condolences during this difficult time. Losing someone you love is incredibly hard, and I want you to know that you are in my thoughts.

If there is anything I can do to support you, whether at work or personally, please don't hesitate to reach out. Take all the time you need to grieve and heal.

With heartfelt sympathy,

[Your Name]

[Your Position]