

Your Name

Your Address

Street, City, State

Zip-Code

Date

To,

[Mention the name]

[Mention the address]

City, State, Zip-code

Subject- Condolence Letter Death of Colleague

Dear Sir,

It is saddening to know about [name of the person] demise. I can imagine your overwhelming pain. I can understand that this is a great loss for your family. I hope you will successfully gather enough strength and courage to overcome this loss.

[Name of the person] was one of my most beloved co-workers. She was one of the most light-hearted souls and her demeanor expressed some lively vibes. Her positivity was an instant mood lifter. She was an excellent company for our coffee sessions.

Her knowledge and her curious mind were some of the most inspiring aspects. We will miss her presence while I will always prize her and her memories.

Please let me know if you are in any need. I would like to be a part of her funeral prayers and I will be obliged if you share all the details of the occasion. Please do take good care of your family and I assure you of your presence in my prayers.

Yours Sincerely,

[Name of the sender]