

Condolence Letter to a Colleague

Subject: Deepest Condolences on the Loss of [Deceased's Full Name]

Dear [Colleague's Name],

It is with great sadness that I extend my deepest condolences to you and your family on the passing of [Deceased's Full Name]. Please accept my heartfelt sympathies during this difficult time.

[Optional: Share a brief memory or positive characteristic of the deceased, expressing the impact they had, especially if they were connected to your professional relationship.]

Losing someone we care about is never easy, and the pain of such a loss can be overwhelming. I want you to know that you are not alone during this challenging time. Your colleagues and I are here to support you in any way we can.

If there is anything specific you need or if there are tasks or responsibilities we can help with, please do not hesitate to reach out. We are all here to offer comfort, assistance, and understanding as you navigate through this period of grief.

May the memories you shared with [Deceased's Full Name] bring you solace and strength in the days ahead. Please take all the time you need to mourn and heal, and remember that we are here to support you every step of the way.

Once again, please accept my deepest condolences. You and your family are in my thoughts and prayers during this difficult time.

Sincerely,

[Your Name] [Your Position/Department] [Your Contact Information]