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# Condolence Letter to a Colleague

**[Your Name]**

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

**[Recipient's Name]**

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

**Dear [Recipient's Name],**

I was deeply saddened to hear about your recent loss. On behalf of the team, please accept our sincere condolences. Losing someone close is never easy, and we want you to know that we are here for you during this difficult time.

If there is anything we can do to support you, whether at work or outside of it, please do not hesitate to reach out. We understand that this is a challenging time, and we will do everything we can to make things easier for you.

Our thoughts are with you and your family. Take all the time you need, and know that we are thinking of you.

Sincerely,

[Your Name]