

## Sympathy letter to company staff

Subject: Condolences on the Loss of a Team Member

Dear Team,

It is with great sadness that we acknowledge the passing of [Employee Name]. We extend our deepest sympathy to their family, friends, and colleagues.

We encourage everyone to support each other during this difficult time and remember the positive impact [Employee Name] had on our organization.

With deepest sympathy,

[Your Name]

[Title]

[Company Name]

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