

Professional Condolence Letter for Colleague

Subject: Condolences on Your Mother's Passing

Dear [Recipient Name],

On behalf of the team, I extend our heartfelt condolences on the passing of your mother. We understand this is a difficult time for you and your family.

Please know that we are here to support you in any way you may need. Our thoughts are with you.

Sincerely,

[Your Name]

[Your Position / Company]

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