

Formal letter to a colleague battling cancer

Dear [Colleague's Name],

I was deeply saddened to learn about your recent diagnosis. I want you to know that you are in my thoughts during this difficult time. Your strength, dedication, and positivity at work have always been inspiring, and I am confident that these same qualities will guide you through your recovery.

Please do not hesitate to let me know if there is anything I can do to support you, whether it's helping with work responsibilities or simply being available to listen. The entire team is behind you, wishing you strength and peace.

Take all the time you need to focus on your health and well-being. We look forward to welcoming you back when you feel ready.

Wishing you courage and comfort.

Sincerely,

[Your Name]

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