

Support for retiring soldier facing loss

Dear [First Name],

Subject: Support During Your Transition

I heard about your loss just as you're preparing for retirement, and I wanted to reach out personally. Losing [relationship] during such a major life transition must feel overwhelming, and I can't imagine how you're managing everything right now.

You've given so much to the Army over your [number] years of service, and now it's time for your Army family to give back to you. Even though you're transitioning out, you're still one of us, and we want to make sure you have the support you need during this difficult time.

I know retirement planning can wait – right now, focus on your family and the grieving process. If you need help with any of the transition paperwork, retirement ceremonies, or anything else that was on your plate, let us know. We can handle the administrative stuff while you take care of what really matters.

Your years of service and mentorship have shaped so many of us, and now we want to be there for you. Don't try to handle everything alone – that's what battle buddies are for, even in retirement. Take all the time you need, and remember that your Army family is just a phone call away.

With respect and friendship,

[Your Name]

[Rank and Position]

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