

Formal Letter of Sympathy for Death of a Colleague

Subject: Heartfelt Condolences on the Passing of [Colleague's Name]

Dear [Recipient's Name],

It is with deep sorrow that I extend my heartfelt condolences on the passing of [Colleague's Name].

Their contributions to our team and the workplace will always be remembered with respect and admiration.

During this difficult time, please know that my thoughts are with you and your family. May you find strength and comfort in the cherished memories shared with [Colleague's Name].

Sincerely,

[Your Name]

[Your Position]

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