

Letter combining sympathy with encouragement and hope

Subject: Holding You in Our Thoughts

Dear [Coworker Name],

We understand how difficult this time must be for you, and we want you to know that you are not alone. Your colleagues admire your strength and hope this message brings a little comfort. Take the time you need, and remember we are here to support you every step of the way.

With warmest regards,

[Your Name]

[Position]

Get more templates here:

<https://www.lettersandtemplates.com/letters/sympathy-letter-for-coworker>