

Professional sympathy correspondence

Subject: Our Thoughts Are With You

Dear [Name],

We were sorry to learn of your recent illness and wanted to extend our sincere wishes for your swift recovery.

Your professionalism and dedication have always been greatly appreciated, and we understand that your health must be your primary concern at this time. Please know that we fully support your need to focus on getting well.

We look forward to working with you again once you have fully recovered. Until then, please take all the time you need and don't worry about any business matters.

Our entire team joins me in wishing you the very best during your recovery.

Sincerely,

[Your name]

[Your title]

[Company name]

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