

Professional Sympathy Letter (For Work Colleague)

Subject: Condolences on Your Loss

Dear [Colleague Name],

I was deeply saddened to hear of the passing of your mother. On behalf of the team, please accept our heartfelt sympathy.

We understand this is a difficult time for you, and we are here to support you in any way possible.

Take all the time you need, and know that our thoughts are with you.

Sincerely,

[Your Name]

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