

Formal condolence letter template for a colleague

I was saddened to hear of your recent loss.

Please accept my sincere condolences during this difficult time.

Your strength and professionalism are admirable, and I hope you find comfort in the memories of your loved one.

If there is any way I can support you at work or otherwise, please let me know.

Get more templates here: <https://www.lettersandtemplates.com/letters/condolence-messages>