

Sympathetic Death Notification Letter for Colleagues

Subject: In Memory of [Deceased's Name]

Dear Team,

It is with great sadness that we announce the passing of our colleague, [Deceased's Name], on [Date]. [He/She] was an invaluable member of our team, and [his/her] contributions will be greatly missed.

We will share details of any memorial arrangements once available.

Sincerely,

[Sender's Name]

[Position]

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