

Professional Sympathy Letter

Subject: Condolences on Your Loss

Dear [Colleague Name],

I am saddened to hear about the loss of your [Relation]. On behalf of the team at [Company Name], please accept our deepest sympathies.

Our thoughts are with you and your family, and we hope you find strength and comfort during this challenging time.

Sincerely,

[Your Name]

[Your Position]

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