**Sample Condolence Letter to a Colleague**

Dear Manuel,

I’m sorry to hear that Mary passed away. I remember meeting her last year at the company Christmas party. She was so warm and kind. I enjoyed getting to talk to her. The two of you had such a special relationship.

I wanted to let you know not to worry about taking some time off from work. I’m happy to check in with your clients and answer their questions until you’re able to get back to the office. Just take your time healing and spend some time with the kids. We’ll be here when you’re ready to come back.

Again, I’m incredibly sorry for your loss.

Lucia