Condolence Letter from an Employee to Staff

[Your Name]

[Date]

Dear Alysha,

I am very sad to hear about the sudden death of your husband. He was a very hard-working man who would always focus on giving his best. We were always delighted with his efficient working and honest personality. It is hard to find people like him.

We can understand that this situation will be very tough for you and your kids. We wish you the best for your family’s future. We will always be more than happy to help in any way we can. Considering the best performance of Mr. Mike, the company has decided to announce a donation of $ 1,000. Please feel free to collect it as soon as possible.

Thanks

Lee

Sincerely,