Condolence Letter on the Death of a Colleague

Dear Mark,

With a very saddened heart, I would like to present my condolence on the death of Bertie. Bertie was a good soul and sometimes, good souls depart early. She was a wonderful person who would always take care of people around her. Not just a wonderful human being, she was a very supportive colleague as well. She has helped me grow professionally and personally.

Her presence is already being missed at work. We know that this is a very hard time for the family as well as her friends and colleagues. But we wish her soul to rest in peace. Her memories will live with us forever.

I am again very sorry for your loss.

With Love

Ryan