

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
Name		Address Line 2
Address Line		City, State Zip Code
City, State Zip Code		

Re: Condolence – Office to Employee

Dear :

The staff of {name of company} sends our condolences to you and your family during the loss of your {relative}, {name of deceased}. We are truly sorry for your loss. Our thoughts are with you in this time of grief.

Sincerely,

N A M E