To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Condolence Letter on Death of an Employee**

Dear Mr./Mrs. [name of the Recipient],

It was very shocking for us to hear the death news of one of our beloved employee, Mr./Mrs. [name of the Deceased Employee]. We, the members of the accounts department of [mention the Company name], along with all the other members of the company, would like to express our deepest condolences to the family of our employee, Mr./Mrs. [name of the Deceased employee].

Mr./Mrs. [name of the Deceased employee] was not only a good employee but also a very honest person and a loyal friend too. He/ She will always be missed for his sharp wit and funny conversations. He/ She truly was a loving personality. May his/her soul rest in peace.

Please accept our deepest sympathies and let us know if you need any help.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]