To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Condolence Letter to Boss**

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

I am writing this letter to express my deepest condolences on the demise of your [mention the relation of the deceased person with your boss], Mr./Mrs. [name of the deceased person].

I must say I had not met him/her in person but I have heard a lot about him/her from you. I know that he/she was very dear to you. I can realize that it is a hard situation for you and your family. You don’t have to worry about anything related to the office as I am completely managing the whole operations.

I pray to lord that He provides you the courage to bear this great loss and recover from it as soon as possible so that you will be able to join us at work soon. In case you need any other kind of help or assistance, simply remember that I am just a call away. Thanks!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]