To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Condolence Letter to the Deceased Coworker’s Family**

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

I was just informed by our manager about the sudden demise of our beloved coworker and your [mention the relation of the Deceased person with the Recipient], Mr./Mrs. [name of the Deceased Person]. It was really shocking for me and I cannot express how deeply sad I am.

[Name of the Deceased person] and I worked quite closely with each other in [mention Organization name]. I must say he/she was truly a gem of a person. He/ She was not just a good colleague or coworker but was also a very dear friend of mine. He/ She was extremely talented and a skillful person and was quite a friendly person. That’s the reason every body will miss him/her.

I know that it is quite a tough time right now for you and your family. I pray to God to give you strength to overcome this tough situation. If I could be of any help, please feel free to contact me any time. Thanks!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]