Condolence email to employee

Within a day of hearing the news, from the person closest to the employee. Keep work details out of the first message unless you are HR confirming leave.

FROM THE MANAGER

Subject: Thinking of you

Hi [First Name],

I was so sorry to hear about your [relationship, e.g. father]. Please take the time you need and don't worry about work. [Coverage Name] and I have your shifts and open items covered.

HR will send you the details on bereavement leave separately, so there is nothing you need to sort out today.

If there is anything that would help, even something small, just tell me. Otherwise, no need to reply.

With sympathy,
[Manager Name]

FROM HR, WITH LEAVE DETAILS

Subject: Our condolences, and your leave

Dear [First Name],

All of us in HR are very sorry for your loss.

So you don't have to look anything up, here is what is available to you:

- Bereavement leave: [Number] paid days for [relationship category]. Your manager has already been told you are out.
- More time: if you need longer, you can add PTO or unpaid leave. Just reply to this email and we will arrange it.
- Employee Assistance Program: free, confidential counseling for you and your family at [EAP Phone] or [EAP Link], available 24 hours a day.

You don't need to send any paperwork right now. We can take care of the details when you are back.

With sympathy,
[HR Contact Name]
[Title], [Company]

FROM THE TEAM

Subject: From all of us on [Team Name]

Dear [First Name],

We were so sorry to hear about the loss of your [relationship]. Everyone on [Team Name] is thinking of you and your family.

Please don't give work a second thought. We've got things covered for as long as you need.

With love and sympathy,
[Names or "Everyone on Team Name"]

SUBJECT LINE IDEAS

- Thinking of you
- With our deepest sympathy
- So sorry for your loss
- Our condolences, and your leave
- From all of us on [Team Name]
- Thinking of you and your family

SMS / WHATSAPP VERSION

Hi [First Name], I just heard about your [relationship] and I'm so sorry. Please take the time you need. Your shifts are covered and HR will send leave details separately. No need to reply. - [Manager Name]

Placeholders to replace: [First Name], [relationship], [Coverage Name], [Number], [relationship category], [EAP Phone], [EAP Link], [Team Name], [Manager Name], [HR Contact Name], [Title], [Company]