

[Opening]

Dear [Name of Staff] and Team,

Today, we gather with heavy hearts to remember and honor a cherished member of our team, [Deceased's Name]. We have lost not just a colleague but a dear friend whose presence enriched our lives.

[Body]

[Deceased's Name] was more than just a part of our team; they were part of our work family. Their dedication, professionalism, and spirit made a significant impact on all of us. Whether it was through their [mention specific contribution or characteristic], or their ability to [mention another positive trait], [Deceased's Name] made a difference.

We will remember the laughter we shared, the challenges we overcame together, and the countless moments that brought us closer. [Deceased's Name] had a unique ability to [mention another quality], and their legacy will continue to inspire us.

[Offer Support]

During this difficult time, it is important that we support each other. Please know that resources are available for anyone who needs someone to talk to, and do not hesitate to reach out to one another as we navigate this loss together.

[Conclusion]

Let us take a moment to reflect on the memories we shared with [Deceased's Name] and keep their family in our thoughts and prayers. May we carry their legacy forward in our work and remember the indelible impact they had on our lives.

Thank you all for coming together to honor [Deceased's Name]. They will forever remain in our hearts.

[Closing]

Thank you.