

Sample Communication – Death of an Employee

Dear [recipient's name]:

It is with deep sadness and heavy hearts that we inform you of the death of our colleague and friend, (name), who passed away on (date). (Name) passed away unexpectedly/had suffered with a prolonged illness in recent years/or was involved in an accident.

We will all miss him/her more than words can express. He/She was not just our co-worker but our good friend as well.

We will share with you the details regarding the funeral or memorial service as we hear more details from (name) family. In addition, details about grief support assistance will be provided.