Date:

Death Announcement Letter

Designation Name:

Designation:

Organization:

**SUBJECT: DEATH ANNOUNCEMENT LETTER A/C EMPLOYEE NAME**

It is with great sadness that we inform you of the passing of [Employee First and Last Name]. [Employee’s First Name] passed away on [day of week]. [He/She] had been a valued member of our team since [first date employed] and will be missed. Please keep [Employee’s First Name]’s family in your thoughts as they go through this difficult time.

[Employee’s First Name]’s funeral will be on [date] at [time] at [name of funeral home], located at [physical address].

Employees who would like to attend the funeral services will be excused from work and should speak to their direct supervisor regarding time off. Those who cannot attend the funeral are encouraged to attend viewings and other services; please contact [name of funeral home] for those arrangements at [phone number].

HR is available with information on employee assistance program (EAP) services for colleagues who may be feeling overwhelmed, and grief counselors will be available onsite on [date] between the hours of [begin and end times].

**Regards,**

Name of Writer:

Designation:

Signature: