|  |  |
| --- | --- |
|  | <<Department>> |
|  | <<Address 1>> |
|  | <<Address 2>> |
|  | <<Address 3>> |
|  | <<Postcode>> |
|  |  |
| Private and Confidential | Direct Line: |  |
| <<Employee Name>> | Fax: |  |
| <<Address 1>> |  |  |
| <<Address 2>> | Date: |  |
| <<Address 3>> | Your ref: |  |
| <<Postcode>> | Our ref: |  |

Dear **<<INSERT NAME>>,**

**Death in Service**

I write with reference to the recent death of your **<<PARTNER/WIFE/HUSBAND/SON/DAUGHTER/MOTHER/FATHER>>** (delete as appropriate) **<<NAME>>.**  Please accept my condolences for your loss and I apologise for the intrusion at this time.

**<<FIRST NAME>>** has worked within our department for **<<NUMBER>>** years and has been with the NHS for a total of **<<NUMBER>>** years. **<<FIRST NAME>>** was a valuable member of our team and will be missed by all of **her/his (amend)** colleagues. ***(This paragraph can be amended to be as personal as required, based on the relationship with the deceased. You may also wish to include any relevant personal information provided by the deceased’s colleagues)***

I have been in touch with our Payroll department who will expedite any outstanding salary payments, enhancements or annual leave due to your **<<PARTNER/WIFE/HUSBAND/SON/DAUGHTER/MOTHER/FATHER>>** and these will be paid as soon as possible.

Once again, please accept my sympathy at this very sad time and if there is anything I can do to be of assistance, please do not hesitate to contact me.

Yours sincerely,

**<<LINE MANAGER NAME>>**

**<<JOB TITLE>>**

**<<SERVICE AREA >>**