[organisation address]  
[Town]  
[Postcode]  
[Contact Email]

[Contact Telephone]

[Recipient's name]  
[Recipient's address]  
[Recipient's town]  
[Recipient's postcode]

[Date]

Dear [Employee’s relative name], - hand write

I am writing, both personally and on behalf of [organisation], to express my sincere condolences to you on the death of [Employee name].

[Employee name] was a valued member of organisation and all [Employee name]’s colleagues are deeply saddened to hear of the news. [Appropriate personal pronoun] worked tirelessly for the good of others and set an example demonstrating the organisation’s values. [Employee name] will be greatly missed by us all.

If there is any way in which the organisation can help you at this most difficult time, please do not hesitate to contact [name] on [telephone number].

We will do all we can to minimise the burden to you at this time. In the first instance we will give you time for privacy for you and your family. In a couple of weeks, name will contact you to discuss administrative details and any additional personal support we can assist you with.

The organisation also has access to a free and confidential service for employees’ family members through the Employee Assistance Programme which offers someone to talk to in times of need. If you would like to utilise this service, which is a free and confidential service please telephone xx, to use the EAP online portal please go to [xx](http://www.healthassuredeap.com) and enter the username: xx and password: xx).

Again I offer our most sincere condolences.

Yours sincerely

Add personal signature

[Sender name]