**APPENDIX A – *PLEASE DELETE BEFORE SENDING***

[INSERT DATE]

NAME OF NEXT OF KIN

ADDRESS OF NEXT OF KIN

Dear [INSERT NEXT OF KIN’S NAME]

We are all deeply saddened by [INSERT DECEASED’S NAME] death and would like to offer you our sincere condolences.

[INSERT DECEASED’S NAME] will be dearly missed by everyone who worked with [HIM/HER/THEM] and I know my colleagues would also like to share their deepest sympathies with you too.

[INSERT A PERSONAL PARAGRAPH ABOUT THE DECEASED HERE e.g. think about their achievements, contributions, personal qualities and any positive memories you have of the person].

If there is anything at all that I can do to help or support you, please do not hesitate to contact me on [INSERT PHONE NUMBER AND EMAIL ADDRESS].

Our thoughts remain with you, at this very difficult time.

Yours sincerely,

**LINE MANAGER NAME**

**LINE MANAGER JOB TITLE**