

APPENDIX 1 – EXAMPLE LETTER 1

Personal – Addressee Only

Name of next of kin
Address

Date

Dear Name of next of kin

I write on behalf of the London Borough of Barnet to express my condolences for the recent death of your (insert relationship if known), (employee's name). I know that all (employee's name) colleagues, and in particular (name of manager), would like to convey their deepest sympathies at this difficult time for you and your family.

Although this is a personal letter, I thought that it might be helpful to let you know that you will be contacted by xxx [name of line manager] who will talk with you about various administrative issues. In addition, Maria Goldsmith, who is the Council's counsellor, will be in contact shortly to see if there is any support she can provide you with.

In the meantime please contact me on 0208 359 xxxx, if there is anything I can do to help you further during this difficult time.

Yours sincerely

Name

Director

cc: HR Connect
(name) - HR Business Partner
(name) - Departmental Manager
Hansha Patel - Pensions

APPENDIX 2 - EXAMPLE Letter 2

Personal – Addressee Only

Name of next of kin

Address

Date

Dear Name of next of kin

I was deeply saddened to hear of (employee's name)'s death. I know that (employee's name) was a dedicated and well-respected member of the team and that all (employee's name) colleagues would like to convey their deepest sympathies at this difficult time for you and your family [or similarly worded paragraph].

I am sorry to intrude at this difficult time but there are a number of administrative matters that need to be addressed. Obviously we will be doing all that we can to minimise the burden to you at this time. I have completed the necessary payroll paperwork for any monies owing. All cheques will be made payable to the estate of (employee's name). I would be grateful if you would inform me of the name and address of the executors so I can arrange for the cheque to be sent.

Please contact me on (telephone number) if there is anything I can further help you with or if there is anything contained within this letter you would like clarified.

Yours sincerely

Name

Departmental Manager

(name) - HR Business Partner

(name) – HR Connect