

Instructions:

1. Tick 'highlight required fields' in the top right corner of the letter.
2. Amend the letter in the box.
3. When complete click the 'Finish & Print' button to print copies for you to send to the colleague, a copy for your own records and one for ER Services

LETTERS MUST NOT BE HANDWRITTEN AND MUST BE COMPLETED IN FULL.



Enter the ER Services reference number or NAS if none -->

Enter the date as dd/mm/yyyy -->

Employee number -->

Name -->

Full Address or enter Delivery By Hand -->

REMEMBER -

-Use Capital letters for the start of names/sentences.

-Any times must be entered as hh:mm

-Replace all [WORDS] with lower case where appropriate.

[DATE]

[EMPLOYEE NUMBER]

[NAME]

[ADDRESS1]

[ADDRESS2]

[ADDRESS3]

[POSTCODE]

Spellcheck Letter

Finish & Print

Dear [NAME]

I'm writing on behalf of [INSERT BUSINESS AREA] to say how deeply sorry we are to hear about your loss.

I know this must be a very distressing time for you and it's always difficult to offer any words of comfort in these sad circumstances. But I wanted to let you know that the thoughts of [INSERT NAME OF DECEASED COLLEAGUE]'s colleagues and friends here in the [INSERT NAME] Store/Depot/Department [DELETE AS APPROPRIATE] are with you, your family and friends at this difficult time.

[Insert any personal tributes here if appropriate].

As [INSERT NAME OF DECEASED COLLEAGUE] was a Co-op employee at the time of his/her [DELETE AS APPROPRIATE] death, a death in service payment will be made. I'll be in contact shortly to arrange a time for us to meet to talk about this in more detail.

In addition we provide support to the cost of a Direct or an Essential or Tailored Funeral through our Funeralcare team. We will provide Co-op Services on the day of the funeral, a limousine and basic cherry or oak coffin at no cost. Any upgrades or additions to the products and services provided and 3rd party fees (like flowers, newspaper announcements, cemetery fees, church fees, cremation fees and doctors fees and masonry products) aren't included and will be chargeable. Please take this letter to your local Funeralcare home at [INSERT ADDRESS OF NEAREST FUNERALCARE HOME] and they will help you make all the arrangements.

In the meantime, please feel free to contact me on [INSERT CONTACT DETAILS] if I can be of any support or assistance.

Once again, please accept our deepest sympathies for your loss.

Yours sincerely

[MANAGER]

[JOB TITLE]

Registered Office: Co-operative Group Limited
1 Angel Square, Manchester, M60 0AG. Reg No 525R