

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 -->

ER Services Reference: [REFERENCE NUMBER]

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

[DATE]

Employee number -->

[EMPLOYEE NUMBER]

Name -->

[NAME]

Full Address or enter Delivery By Hand -->

[ADDRESS1]

[ADDRESS2]

[ADDRESS3]

[POSTCODE]

Spellcheck Letter

Finish & Print

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.

Dear [NAME]

I write to sadly inform you of the death of our colleague [FIRST NAME, SURNAME] who passed away on [DATE] as a result of [INSERT explanation of cause of death or explanation that their cause of death is unknown and if there is to be an inquest].

[FIRST NAME] was employed as a [JOB TITLE] in [LOCATION] and had worked for us for [NUMBER] years.

[HE/SHE] leaves behind [INSERT DETAILS OF FAMILY IF KNOWN]

[FIRST NAME] was [insert paragraph describing briefly the employee. This could include their employment history / background interests / family interests / achievements in and out of work / illness history if relevant to give an overall picture to those who didn't know them personally].

[EITHER]

The funeral will take place at [LOCATION] at [TIME] on [DATE - INSERT IF KNOWN] and the family have expressed wishes for [INSERT donations/flowers details etc.]

[OR]

I will let you have the funeral details once they're known.

I have written to the family on behalf of the Co-op to express our condolences and will be dealing with the necessary admin arrangements to ensure that any payment due under the Co-op's Death in Service scheme is paid to [FIRST NAME]'s next of kin.

If you have any queries, please get in touch.

Yours sincerely

[MANAGER]

[JOB TITLE]

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