**Appendix 4 - Draft letter to next of kin from Line Manager**

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 (our / employee’s name as appropriate) 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 unfortunately / regrettably need to be addressed. Obviously we will be doing all that can be done to minimise the burden to you at this time. The Trust’s payroll department is completing the necessary paperwork for any monies owing. All cheques will be made payable to (employee’s first name’s estate). Accordingly it would be helpful if you or another family member could provide me with the name and address of the executors.

Please contact me on (telephone number) if there is anything that I can do to help, or if there is anything in this letter you would like to discuss.

Yours sincerely

Manager

Cc People Business Partner

Payroll