**Appendix 3 - Draft letter to next of kin from Director (to be drafted by line manager per section 6).**

Personal – Addressee only

Name of next of kin

Address

Date

Dear Name of next of kin

I wanted to convey my own condolences, to that of our Chief Executive and once again on behalf of the whole Trust our sincere condolences. We are truly sorry / shocked to hear of (employee’s full or first name as appropriate) recent death. I know that all (employee name)’s colleagues, and in particular (name of manager), his / her manager, would like to pass on their deepest sympathies at this difficult time for you and your family (if appropriate).

[Add personal reflections on the individual].

There are a number of administrative activities that need to be fulfilled, but there is no urgency to complete them and we would not wish to intrude inappropriately or to add to your burden at this time.

(Line Manager) who was (name of employee’s) line manager will be in touch in due course, but if there is anything that I can do to assist you please do not hesitate to contact me.

Once again my deepest condolences to you and your family at this sad time

Yours sincerely

Executive Director

Cc Line Manager

People Business Partner