**Appendix 2 - Draft letter to next of kin from Chief Executive**

Personal – Addressee only

Name of next of kin

Address

Date

Dear Name of next of kin

I am sorry to be writing to you under such sad circumstances, but wanted to convey, on behalf of Salisbury NHS Foundation 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).

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

Yours sincerely

Chief Executive

Cc Executive Director

Line Manager

People Business Partner