

APPENDIX A

Sample Condolence Letter for Death of Employee

Dear <Name>:

I/We were saddened to hear of the death of <employee's name> and want to express my/our condolences to you and your family. <Insert departmental name> and its staff appreciated the faithful service <employee's name> contributed.

Because the Department would like to offer support to you and your family during this difficult time, <insert Departmental contact name> has been asked to provide assistance to you in any way possible, including help with County offices associated with such matters as survivor benefits and payroll or pension issues.

Again, please accept my/our sincerest sympathy. Please let me/us know if I/we can help you in any way.

Sincerely,

<Department Head or other Employee Names>

Sample Condolence Letter for Death of a Family Member:

Dear <Employee Name>:

I/we were saddened to hear of the death of <insert family member's name>. I/we know that this is a difficult time for you and your family. Words are inadequate at a time like this; however, please know that you and your family are in our thoughts.

On behalf of all personnel of <insert departmental name>, I/we extend our deepest sympathy. Please let me/us know if I/we can help you in any way.

Sincerely,

<Department Head or other Employee Names>