**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 dedicated 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 University offices associated with such matters as survivor benefits and payroll questions.

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>