



ASSOCIATION POUR  
LA SANTE AU TRAVAIL  
DES SECTEURS  
TERTIAIRE ET FINANCIER

# DEATH IN THE WORKPLACE

## Email template: Death announcement

Hello everyone,

It is my sad duty, as ....., to inform you of a very sorrowful event for our company.

We have just learned of the death of .....  
*(and if necessary, a brief description of the facts)*

It is normal to feel strong emotions following the words you have just read. Some of you will be sad, some of you will be angry, and some of you may feel nothing at all at the moment.

We are all different when it comes to bereavement.

For those who feel the need, there are various resources and support available. These include, .....  
*(mention them and give the contact details of resource people here).*

We will keep you informed of the place and time of the funeral so that those who wish to attend can do so. *(and/or other means of paying their respect).*

Our thoughts are with ..... 's family and friends, as well as anyone who was close to him/her within the company.

Yours sincerely,