

## **DEATH OF STAFF MEMBER**

### ***(State purpose of letter)***

It is with a great deal of sadness that I am informing you of the death of one of our beloved staff members.

### ***(Describe the situation.)***

One of our beloved English teachers, Mr. Smith, unexpectedly passed away last night. The exact cause is unknown at this time. Funeral arrangements are incomplete please check the local newspaper.

### ***(Describe what was done.)***

His passing has deeply affected us all. We have informed students of his passing and have had grief counselors available for anyone wishing to talk about this tragic event. These counselors will be available the remainder of the week and as needed in the future.

### ***(Describe what parents can do.)***

We wanted all parents to be aware of the situation so that you can discuss this with your child. Please contact the school at 555-5555 if you feel that further follow-up with your child would be helpful.

### ***(Close letter)***

Our thoughts and well-wishes go out to his family and friends.

Sincerely,