

Letter Announcing the Death of an Employee's Father

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

I am sorry to announce this news of the death of Mr. [enter name]'s father. He was suffering from [enter details] and passed away on [enter day], May his soul rest in heaven. I have had the opportunity to meet him once and I found him a very humble man. As Mr. [enter employee's name] has informed, the funeral is scheduled on [enter date-time]. I request you all to attend the funeral gathering if it is possible for you. Also, please be present in the conference room on [enter date] at [enter time] to formally console Mr. [enter name] on the loss of his beloved father. We'll also have a short prayer following that. Thank you!

[You're Name]

[Senders Title] -Optional-