

Announcing death of an employee

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

This letter is to inform you about the death of Mr [enter name]. He passed away yesterday due to [enter reason]. It is no doubt a big loss. We have lost a good human being and we will not be able to find as an honest and responsible employee as he was. I have planned a gathering in the memory of Mr. [enter name] to pay tribute to his services.

I would also like to inform you that we'll start interviews this week to recruit for the seat that our respected employee has vacated. If any of you is interested, submit your proposal letters. Meanwhile, Mr [enter name] will take his office. Thank you!

[You're Name]

[Senders Title] -Optional-