**You will need to ensure you REMOVE any paragraphs, wording or highlighted sections that aren’t relevant. If you need help on how to use the template letter please refer to the How to complete a Template Letter document on People First.**

[Letterhead Details]

***Addressee (Full Name)***

**Address 1**

**Address 2**

**Address 3**

**Address 4**

**Address 5**

***Ref: [Sender’s Initials]/[Employee’s Initials]/[Number]***

***[Date]***

***Dear [name of next of kin],***

**Re: *[Employee Title, Employee Surname],***

I realise that it has only been a short period of time since ***[Insert employee name]*** died, and I hope that my letter to you does not come as an intrusion. On behalf of NHS Blood and Transplant and the whole team who worked with ***[Insert employee name],*** I am writing to express our condolences and sadness following your loss.

***[Insert employee name]***, worked for NHS Blood and Transplant for ***[xx]*** years and was a conscientious and much appreciated employee. I know that ***[he/she]*** will be missed by all who knew and worked with ***[him/her].***

Please do not hesitate to contact me if there is something that you would like to talk about, in relation to ***[Insert employee name]*** work, or if I, or the organisation, are able to help in any way.

Once again, may I express our deepest condolences.

Yours sincerely

***[Name]***

***[Job Title]***