

Formal Death Notification Letter to Employer

Subject: Notification of Death

Dear [Recipient's Name],

It is with deep sorrow that I inform you of the passing of [Deceased's Name], [Relationship to Employee/Position if applicable], on [Date of Death]. The funeral arrangements are scheduled for [Date] at [Location].

We request that necessary administrative actions be taken regarding [Deceased's Name]'s employment records and any pending benefits.

Thank you for your understanding during this difficult time.

Sincerely,

[Sender's Name]

[Relationship to Deceased]

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