

Formal notice to colleagues or employees

Subject: Announcement of [Name]'s Passing

Dear Team,

It is with deep regret that we announce the death of our esteemed [Position/Colleague], [Name], on [Date].

[He/She] contributed immensely to our organization and will be fondly remembered by all.

A condolence meeting will be held on [Date, Time, Location]. We encourage everyone to attend and pay respects.

Sincerely,

[HR/Manager Name]

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