**Confidential**

[Name]

[Address]

**[Team]**

[Dept]

County Hall

Matlock

Derbyshire

DE4 3AG

Telephone (01629) 5XXXX

Our ref: XXX

Dated: [date]

Dear [Name(s)]

I would like to express on behalf of Derbyshire County Council and the XXXX team in particular, our condolence on the loss of your XXXXX. Many of us here knew NAME for many years and his/her XXXXX personality will be greatly missed.

The Derbyshire Pension Fund will be provided the details of XXXXXX’s earnings information shortly. If you have not done so already, we advise completing the ‘Death Notification Form’ accessed by their website at [www.derbyshirepensionfund.org.uk](http://www.derbyshirepensionfund.org.uk). Alternatively, the Pension Fund may also be contacted via telephone on 01629 538 900.

If we require any further information we will contact you directly. HRS may need to contact you if details are required to finalise the payroll record and would require an indemnity form completing if there is a balance owing on the payroll record. Please be assured that we have no wish to disturb you unless absolutely necessary, but we will make contact again in the near future regarding any equipment or personal effects that may need to be returned. If you wish to contact us sooner regarding this matter, then please do not hesitate to do so.

If you have any questions or if we can assist in any way, please call me on the number above or my mobile XXXXXX, alternatively, please contact [name] on XXXXX.

Again, we extend our deepest sympathies to you and your family during this time of mourning.

Yours sincerely

Line Manager Name

Line Manager Title

cc [next manager up/Head of Service/ Director/ED etc)

Employee EDRM File

HR Advice & Support Team