Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

On behalf of the Government of British Columbia and the BC Public Service Agency, please let me express our sincere condolences on your loss. We are deeply saddened to hear of (Name of employee)’s passing.

The relationships we shared with (name of employee) were enjoyable and enriching for us all and she/he/they will be truly missed. (Name of employee) was held in the highest regard by his/her/their peers and co-workers and by the many others she/he/they worked with. Her/His/Their contribution and dedication to the workplace set an example that will continue to be an inspiration to us. Please accept our genuine sympathy for your loss.

We know that in this difficult time it can be hard to manage the deceased’s affairs and we’d like to offer what support we can. Please find the attached Survivor’s Information Package. It includes important contact information in regards to benefits and services available to you. In the meantime, please call me if you have any questions or if we may be of assistance.

Kindest regards,

(Name and title)