Dear Colleagues:

It is with much sadness that I share some heartbreaking news. Name, our dear friend and colleague, has passed. We have been in contact with name’s family and will pass along information as we are able.

(Insert comments about deceased here i.e.. Name has been a beloved member of the WSU community for more than # of years. She/he touched so many across the entire university. His welcoming smile and kind spirit will be missed greatly.)

I understand that name’s death may cause a range of emotions among the department name team. This is truly a terrible loss for all of us. Because people grieve in different ways, we want to ensure you are aware of available resources. If you need time away from work, please coordinate with your supervisor.

Please do not hesitate to reach out to WSU’s Employee Assistance Program, available 24/7,  at 1-877-313-4455.  Additional EAP information is available at <http://hrs.wsu.edu/resources/employee-assistance-program/>.

Take Care,

University leader name