Sample Letter - Death of a Staff Member:

Dear Parents:

It is with great sadness that I must inform you of the death of (staff member’s name and appropriate factual details regarding the death).

(Staff member’s name) was a beloved staff member. Students will be deeply affected by (his/her) death. A support team of psychologists, counselors, and pupil personnel workers from Montgomery County Public Schools have worked with the (school name) staff to provide counseling and support to students. Students who need additional support should contact our school counseling office.

Your child may be coming home with questions and worries about this loss. We have enclosed some suggestions that may prove helpful to you as you talk about (staff member’s name)’s death with your child. Please contact the school if you have any issues you would like to discuss.

I know you join me in extending our heartfelt sympathy to (staff member’s name)’s family. When we receive word regarding funeral arrangements, I will share the information with you.

Sincerely,

Principal

XXX:xxx