{Date}

{Survivor Name}

{Address Line 1}

{Address Line 2}

Dear {Survivor Name}

Please accept our most heartfelt condolences for your loss…our thoughts are with you and your family during this difficult time.

In an effort to assist you and ensure that you are aware of important information related to {Employee Name}’s employment, we are providing the enclosed checklist of human resource information. Should you have any questions about any portions of that checklist, the appropriate person’s contact information has been provided.

I also want to ensure you are aware of the Kentucky Employee Assistance Program (KEAP) which offers free referral services to families of executive branch employees, who are coping with the loss of a loved one. Their brochure is also enclosed and they can be reached at 502-564-5788 or toll free at 1-800-445-5327. They also provide links to useful information on their website at: <https://personnel.ky.gov/Pages/KEAP.aspx>.

With deepest sympathy,

{Agency Head}