**Email Template**

\*This is just a template and it is always best to adjust the message for each individual situation\*

*Dear Colleagues Name,*

*I am very sorry to inform you of the recent death of xxx xxx, job title and department. UCL and the Faculty are in touch with xxx xxx family to offer our condolences and support where we can at this difficult time.*

*We are deeply saddened by this tragic loss. XXX was a much-loved member of our community and we are aware that you may be feeling shocked and upset. We would like to remind you of the support available to anyone at UCL who is affected by this loss.*

*In the moment emotional support from Care first*

*This is confidential service available through UCL’s partnership with* [Care first](https://www.ucl.ac.uk/human-resources/health-wellbeing/wellbeingucl/mental-health/find-support/employee-assistance-programme) *and available via telephone 24/7. No registration or appointment is required, you can contact* [Care first](https://www.ucl.ac.uk/human-resources/health-wellbeing/wellbeingucl/mental-health/find-support/employee-assistance-programme) *on 0800 197 4510.  The telephone calls are answered by a qualified counsellor who will be able to support you.  Should further structured counselling support be something that you think would be helpful, please do speak to the counsellor about this and they will arrange for a separate clinical assessment to ensure that any counselling offered is clinically appropriate.*

*Support from the UCL Chaplaincy & Interfaith Team*

The Reverend Liz Baughen[*(UCL Chaplain & Interfaith Advisor)*](https://www.ucl.ac.uk/students/support-and-wellbeing/resources-and-information/information-and-support-specific-student-groups-3) *is available to speak with you and help you reflect on any feelings or reactions you may be experiencing. You can contact Liz to arrange time to speak at* [e.baughen@ucl.ac.uk](mailto:e.baughen@ucl.ac.uk)*.*

*We encourage you to seek support at this time if you need it. We also ask that you respect the feelings and privacy of the family at this time, particularly on social media.*

*Yours sincerely,*

*Etc*