



Sample Internal Memo

Appendix H

Internal Memo for Notifying Staff of a Suicide or Homicide

Use this sample internal memo to notify staff of a suicide or homicide.

Date: [Date]
To: Staff
From: [Name of Owner]
Re: Death of [Name of Employee]

It is with great sadness that the [TEAM NAME] learned of the reported [accidental death/death/suicide/homicide] of [player/team staff]. [Player/team staff's] death and the circumstances that surround it may cause all of us to experience a range of reactions. We are sharing the facts as we know them and are offering support for those who might need it.

[Player/team staff] [played for/worked for] [TEAM NAME] for the last [number] years and will be remembered for [positive attribute]. On [Saturday night] [s/he] died around [11 p.m.] [DO NOT MENTION PLACE OR METHOD USED FOR SUICIDE]. We may never know all of the factors leading to this tragedy; however, [only use if a suicide and/or homicide] experts agree that there is no single cause or simple explanation for any [suicide/homicide] death.

[Player/team staff's] memorial service will be held on [Jan. 7 at 11 p.m.], and all employees who wish to attend may be excused. The family would like to welcome all of [his/her] friends and colleagues who wish to share in the celebration of [his/her] life.

Some of you may be having difficulty coping with this sudden loss. We have arranged for professionals from [the Employee Assistance Program (EAP) and/or the NFL Life Line] to be on-site on [Jan. 8 and 9 from 9 a.m. to 5 p.m.] During this time, counselors will be on hand to support us and answer any questions we may have.

You can contact our EAP at any time by calling (866) 421-8628. The NFL Life Line [(800) 506-0078] also offers crisis support to every member of the NFL family. The NFL Life Line is a free and confidential service, answered 24/7 by professional counselors.

The family has requested that instead of flowers, those who wish to do so may donate to [charity as shared by the family] in [employee's] memory.