

HR & OD POLICIES

human resources and organisational development

RESOURCE PACK

Death in Service

FLOWCHARTS

[HR Responsibilities](#)

Flowchart outlining the main responsibilities of HR&OD

[Payroll Responsibilities](#)

Flowchart outlining the main responsibilities of Payroll

[Service Responsibilities](#)

Flowchart outlining the main responsibilities of the Service & Nominated Officer

LETTERS

[Initial Letter of Condolence](#)

Sample wording for the initial letter of condolence sent by the Service to the bereaved family

[Payroll Bereavement 1st Letter](#)

1st Letter sent by Payroll to the bereaved family to confirm details of person / solicitors dealing with the estate

[Payroll Bereavement 2nd Letter](#)

2nd letter sent by Payroll to the next of kin with details of final payments due to the estate of the deceased employee