

# Example speech for all staff meeting

## (when not disclosing the cause of death)

This speech template is written specifically for verbal, in-person delivery. We don't recommend sharing this information in written or email format for privacy reasons, and because it could be shared without context.

“ I have some difficult news to tell you.

I/We are deeply saddened to share with you that our colleague **<Name>** died suddenly **<this weekend/yesterday, etc.>**.

As many of you may know, **<Name>** worked for **<workplace>** since **<timeframe>**, in **<department>**.

**<If contact has been made with whānau>** We have expressed our sympathy to **<Name's>** whānau, and our thoughts are with them at this very difficult time. Please know that we are offering them support **<if applicable, list any support that you are providing the whānau>**.

**<Either>** **<Name's>** whānau has requested that information about **<Name's>** cause of death not be shared at this time **<OR>** At this stage, **<Name's>** cause of death is not known, and will be determined by a coroner at a later date. We ask that you please respect **<Name's>** whānau's privacy at this difficult time.

Out of respect to **<Name's>** whānau and friends, please do not speculate on the cause of their death. Instead, we ask you to remember **<Name>**, and the contribution they made while working here, remembering them as a colleague and friend.

This news may cause you to feel a range of emotions. This is okay, and perfectly natural.

To support you, we have **<list what support is available in the immediate timeframe e.g. counsellors on-site, resources, breakout rooms>**. Please speak to **<me, your line manager, team lead, HR team, etc.>** if you need to take some time away from work.

We will stay in touch with **<Name's>** whānau and will share information about their funeral arrangements, when we can.

While our thoughts are with **<Name's>** whānau, the wellbeing of you, our team, is upmost in **<my/our>** mind/s.

As I mentioned, we have put in place help and support for you, which is available immediately. You'll find information about support and helplines in **<lunchroom, by photocopier, on intranet, etc.>** and we'll also email these details to you.

I can take questions now, and we will provide you with regular updates.  
Arohanui.