

In Memoriam: <Staff Name>

To: UC Santa Cruz Community

From: <Unit Head Name>, <title>;

<date>

It is with deep sadness that we write to tell you of the death of <Staff Name>. <Staff First Name> passed away in the early morning hours of <date>.

<Staff First Name> came to UC Santa Cruz from <hometown or other institution>. <Staff First Name> worked as a <job> at <unit> The community mourns <his/her> loss.

Sad and shocking news can be difficult to process. We encourage students who wish to speak with someone to contact Counseling and Psychological Services (CAPS) at (831) 459-2628. Faculty and staff may wish to call the Employee Assistance Program at (866) 808-6205.

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