



<date>

ALUMNI OFFICE, Director Alumni Engagement
CAMPUS PAYROLL, Payroll Manager
CAMPUS PROVOST & EXECUTIVE VICE CHANCELLOR (cpevc@ucsc.edu)
CHANCELLOR'S OFFICE (chancellor@ucsc.edu) and Executive Assistant
EMPLOYEE HOUSING PROGRAM, Housing Manager
INFORMATION TECHNOLOGY, Accounts Coordinator (acct2itr@ucsc)
LIBRARY, Associate University Librarian
NEWS AND MEDIA RELATIONS, Director
RISK SERVICES, Director
STAFF HUMAN RESOURCES, Records Manager
TRANSPORTATION AND PARKING SERVICES, Director
UC POLICE DEPARTMENT, Chief of Police

Subject: Deceased Staff Member

Our office has been notified of the death of <title>, <name of deceased>, on <date>. <first name> was a staff member from < year> to <year>.

Please take all of the necessary steps to change/amend your office's official records.

The Staff Incident Coordinator is designated to act as the single point of contact to the family for all university matters. Please let me know if your office has a business need to collect more information.

Sincerely,

<Staff Incident Coordinator>

<title>

<department>

University of California, Santa Cruz
Santa Cruz, California 95064