



Sample Internal Notification Memo

[WHEN CAUSE OF DEATH REVEALED]

Date:
To: Unit
From: [Name of Commander/Leader]
Re: Death of [name of unit member]

[Our Unit] is saddened to learn of the reported suicide of [unit member]. The tragic and sudden circumstances of [unit member's] death may cause a range of reactions among our Wingmen, so with the family's permission we are sharing the facts as we know them and are offering support for those who might need it.

[Unit member] served in [unit] for the last [number] years. On [Saturday night] [s/he] died around [11:00PM] [DO NOT MENTION PLACE OR METHOD USED FOR SUICIDE]. We may never know all the factors leading to this tragedy; however, experts agree that in nearly all suicides there is no single cause or simple explanation.

[Unit member's] memorial service will be held on [January 7 at 11:00AM], and all members 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 the sudden loss of one of our Wingmen. The following resources are available for support and to answer any questions we may have: [list of installation resources].

The family has requested that instead of flowers, those who wish to do so may donate to [a local suicide prevention center or other charity as shared by the family] in [unit member's] memory.