



Sample Internal Notification Memo

[WHEN HIGH PROFILE SUICIDE AFFECTS UNIT]

[Our unit] is saddened to learn of the reported suicide of [Service Member, position]. Our hearts and condolences go out to the family and friends. With the family's permission we are sharing the facts as appropriate and are offering support for those who might need it. Suicide is a complex, multifaceted and tragic event, and thus we will not speculate on the causal factors of this death. Rather our efforts will be focused on pulling together and helping unit members find supportive resources as necessary. For those outside of our unit who might be affected by this tragic loss, we suggest you contact the National Suicide Prevention Lifeline (1-800-273-TALK [8255]) to get referrals to support groups and other resources in your area.