

Images:

- The “In memoriam” image will be used in the staff/student e-newsletters.
No image of the deceased student/ staff member will be placed.



Student example:

Dear Student

It is with deep sorrow that I must inform you of the recent passing of one of our students, *(insert student name)*, a *(insert degree programme)* student. As the Stellenbosch University community, we are deeply saddened by this loss. I wish to convey our heartfelt condolences to the bereaved family, friends and fellow students.

Memorial Service details:

(if no information is available, then this section will be excluded)

Emotional support

Students who have been affected by this tragic loss are requested to contact the Unit for Psychotherapeutic and Support Services at our Centre for Student Counselling and Development – supportus@sun.ac.za / 021 808 4994 (08:00–16:00 week days) or our 24-hour Emergency Service, in collaboration with ER24, which is available at 010 205 3032.

Best Regards

Prof Deresh Ramjugernath:

Deputy Vice-Chancellor: Learning and Teaching

Staff example:

Dear Colleague

It is with great sorrow that we inform you of the recent passing of one of our colleagues, *(insert name)*, who was based in the *(insert name of division/ faculty etc)*.

(insert short obituary here – approximately 50 words)

Memorial Service details:

(if no information is available, then this section will be excluded)

As a University community, we are deeply saddened by the loss of our colleague and wish to convey our heartfelt condolences to the family, friends and colleagues. In this time of shared grief and mourning, we remind colleagues that there is support available. Please see the [Employee Wellness webpage](#) for contact details.

Yours in compassionate solidarity

Prof Nico Koopman

Deputy Vice-Chancellor: Social Impact, Transformation and Personnel