

## **DEATH OF A SUBSTITUTE TEACHER**

(Date)

Dear Families:

We regret that we are sharing the following news with you. This letter is to let you know that a substitute for (name of teacher's) class at (name of school), (name of substitute), died of a heart attack this morning while teaching. (Name of substitute), lived in (name of city) and his/her son attends (name of school). We are providing counseling and assistance for the students who were present in the classroom, as well as staff. Although (he/she) was a recent addition to our (name of school district) substitute staff, (he/she) has been a teacher in the (name of district) School District for a number of years.

Our thoughts are with the (Mr./Mrs./Ms. last name of substitute)'s family and their friends.

(Principal name)  
Principal