

# Funeral Arrangements Confirmation

Dear Team,

I am writing to inform you of the funeral arrangements for our dear colleague, [Colleague's Name], who passed away on [Date of Passing].

The details are as follows:

- **Date:** [Funeral Date]
- **Time:** [Funeral Time]
- **Location:** [Funeral Home/ Cemetery Address]

Please feel free to join us in paying our respects and celebrating [Colleague's Name]'s life. Your support during this difficult time is greatly appreciated.

Thank you,

[Your Name]

[Your Position]

[Your Contact Information]