



Office of State Human Resources

JOSH STEIN
Governor

STACI MEYER
Director, State Human Resources

State Agency Notification of Employee Death

When a state employee deceases during working hours, please obtain the following information:

Name of Employee: _____ Date of Death: _____

Agency: _____ Division: _____

Employee's Supervisor Name: _____ Phone: _____

Employee's Supervisor Email Address: _____

Date of Hire: _____ Position Title: _____

Brief Job Description: _____

Circumstances Surrounding Death: _____

Next of Kin information:

Name(s): _____

Address: _____

Form Completed By:

Name: _____ Title: _____

Agency: _____ Division: _____

Email: _____ Phone: _____

Date Completed: _____

Email completed form to:

- Agency Human Resources Director
- Agency Communications Director/PIO
- Seth Dearmin (Governor's office), seth.dearmin@nc.gov
- Paige Pearson (OSHR), paige.pearson@nc.gov
- Carol Battle (OSHR), carol.battle@nc.gov