



Office of State Human Resources

ROY COOPER  
Governor

BARBARA GIBSON  
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
- Susan Moore (Governor's office), [susan.moore@nc.gov](mailto:susan.moore@nc.gov)
- Paige Pearson (OSHR), [paige.pearson@nc.gov](mailto:paige.pearson@nc.gov)
- Carol Battle (OSHR), [carol.battle@nc.gov](mailto:carol.battle@nc.gov)