Sample Letter: Outstanding Wages due to employee death

Dear INSERT NAME:

On behalf of INSERT AGENCY NAME, Department of Human Resources, please accept my

condolences regarding the death of INSERT EMPLOYEE NAME. The purpose of this letter is to provide important information regarding final pay.

Currently, there is no record of a surviving spouse or minor child(ren) in INSERT EMPLOYEE NAME’s personnel file. If there is official documentation of a surviving spouse or minor child(ren), please forward to this office. Examples of official documentation of such relationships include copy of an official marriage license, copy of official birth certificate of minor child(ren), or documentation establishing guardianship of minor child(ren).

In the absence of a previously designated beneficiary, surviving spouse, or surviving minor children, final wages must go to the personal representative of the employee’s estate. If an executor or administrator has been named, please provide an order from the probate court with this information. If you need further information concerning the process involved in naming the personal representative of an estate, please contact your county’s probate court. Please be aware that if we do not receive this information within one year of the employee’s death, the outstanding wages will be reported to the Unclaimed Property Section of the Georgia Department of Revenue.

If you need clarification regarding any part of this letter, please contact this office. For your convenience, name(s) and contact information of Human Resources staff have also been included with this letter.

Sincerely,

INSERT NAME, POSITION