Next of kin

Address

**Information to NNs next of kin** **in connection with his/her passing**

We wish to express our deepest condolences. NN was to us a dear employee and colleague, and he/she will be missed among us.

We are writing to you today to inform you about the commenced processes in connection with NNs passing:

Notification regarding NN`s passing has been submitted to NTNUs salary department who will make the final salary payment.

Notification regarding NN`s passing has been submitted the State's pension fund, P.B. 5364 Majorstua, 0304 Oslo.

All NTNU employees are members of the State's Pension Fund (SPK). This is a membership that in case of an employee passing away, ensures certain rights to his/her relatives. Based on notification from NTNU, the State's pension fund will take direct contact with next of kin for determining the benefits that will apply. [www.spk.no](http://www.spk.no).

We will contact you shortly to inform you regarding any personal property, id cards, keys, etc.

We have to notify you that relatives must contact NNs Trade union to end the membership if any.

Please feel free to contact us if you have any questions or if we can be of assistance in any way.

Kind regards

Head of Department

 Human Resources