



RESOURCE

Sample Letter to Staff Announcing Adoption of Zero Suicide

This letter is an example of how the adoption of Zero Suicide can be announced to staff at your organization. You can use this letter as a start and then edit it to reflect your words and the vision and mission of your organization. We recommend that it is sent to all staff from the CEO or someone in a position of leadership.

Note: This letter should not be the extent of leadership commitment to Zero Suicide. Organizational change, particularly like that in Zero Suicide, only happens when our leaders are fully engaged and committed to it.

[Date]

Dear Staff,

<INSERT ORGANIZATION NAME> is committed to improving the care we provide individuals who struggle with suicide. The most vital difference we can make is to save lives. Our aim is to make suicide a “never event.” To some this may sound audacious, but one life lost to suicide is too many.

The work of caring for individuals at risk of suicide is challenging. I want to assure you that I and the entire leadership team are personally committed to making sure our staff have the knowledge, skills, confidence, and support to help the individuals in our care who are at risk of suicide.

In the coming year, we will be adopting the Zero Suicide framework, a comprehensive and system-wide approach to suicide. We believe that Zero Suicide will improve the care and safety of the individuals in our care.

We have established an implementation team for our Zero Suicide work. Team members are: <INSERT NAMES OF TEAM MEMBERS>. If you have questions about this work you can ask one of the implementation team members or anyone from the leadership team. Look for more information about this initiative through <INSERT COMMUNICATION METHOD> in the coming months as well as staff meetings.

I would like to thank each of you for the amazing work that you do and for your openness to new ideas in the coming months and years.

Signed,
<CEO OR MEMBER OF LEADERSHIP>