
Retirement In Order

The Obituary Template

Write a dignified obituary without facing a blank page — gather the facts once, then a fill-in template in two lengths.

GATHER • WRITE • SHARE

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START HERE

How to Use This Template

Writing an obituary is a lot to ask of anyone who is grieving. This template breaks it into small, doable steps so you never face a blank page.

1

Gather the facts once.

Use the worksheet to collect names, dates, and details in one place. Leave blanks and come back — you don't need it all at once.

2

Choose your length.

A short notice for newspapers and websites (often charged by the line), or a fuller tribute when you have room to say more.

3

Fill the brackets, then make it yours.

Each template gives you the shape most families use. Drop your details in, then adjust the wording until it sounds like them.

THE ONLY REAL TEST

Read it out loud before you submit it. If it sounds like them, it's right. Perfect isn't the goal — true is.

OBITUARY

Gather the Facts

Fill in whatever you know — you can leave blanks and come back. Doing this once means you won't have to hunt for it while writing.

THE ESSENTIALS

FULL NAME

NICKNAME / KNOWN AS

AGE

DATE OF BIRTH

DATE OF PASSING

CITY / TOWN OF RESIDENCE

PLACE OF PASSING

LIFE & FAMILY

SURVIVED BY (NAMES & RELATIONSHIPS)

PRECEDED IN DEATH BY

CAREER / LIFE'S WORK

MILITARY / COMMUNITY SERVICE

PASSIONS, HOBBIES, WHAT THEY LOVED

THE SERVICE & WISHES

SERVICE DETAILS (DATE, TIME, PLACE)

IN LIEU OF FLOWERS / DONATIONS TO

Short Version — a Notice

Newspapers often charge by the line, and websites want something brief. Fill the blanks below and you have a complete, dignified notice. Cross out any line that doesn't apply.

[**Full name**], [age], of [city], passed away on [date] at [place].

Born on [date of birth], [he/she/they] was known for [a passion or trait] and [his/her/their] work as [career].

[Name] is survived by [family], and was preceded in death by [names].

A [service type] will be held on [date, time] at [location].

In lieu of flowers, the family asks that donations be made to [organization].

Write or refine your notice here:

Full Tribute — the Longer Version

When you have room to say more. This follows the shape most families use — announcement, a life lived, family, the service, and a closing line. Move through it in order and it writes itself.

- 1 • **The announcement.** [Full name], [age], of [city], passed away [peacefully / after a long illness / surrounded by family] on [date].
- 2 • **A life lived.** Born [date] in [place] to [parents]. Share the shape of the life — school, work, marriage, moves, the things they built and loved.
- 3 • **Who they were.** The heart of it. What made them *them* — their humor, their kindness, the way they made people feel, a story only this family could tell.
- 4 • **Family.** Survived by [names]. Preceded in death by [names].
- 5 • **The service & wishes.** Service details, and where to send donations or flowers.
- 6 • **A closing line.** A final sentence — a favorite saying, a wish, or simply how deeply they'll be missed.

GENTLE TIP

Read it out loud before you submit it. If it sounds like them, it's right. Perfect isn't the goal — true is.

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Be gentle with yourself — you're doing the bravest kind of
work there is.

