

Template email

You can use the template below to get in touch with your manager or the HR team where you work. You'll need to change the bits in bold so they're specific to you. You can also use this as a guide and make other changes that make sense for you and your situation.

Dear **[manager/HR]**

I have been diagnosed with cancer.

I will be starting my treatment on **[date]**. During my treatment I will need some support at work. This might mean taking sick leave, going to medical appointments, or working flexible hours.

It would be good to talk about my options for taking time off, as well as reasonable adjustments I may need during this time.

I would **[like/not like]** to share this information with my colleagues. It would be helpful to talk about how to handle this.

I'd be happy to talk over any questions you have on the above.

Many thanks

[name]