



The below email is a template for informing your boss about your sibling's cancer. Feel free to copy, paste, and tweak as needed. It may be beneficial to send a copy of this email to your human resources department, if applicable, because there may be leave policies in place to support you during this time.

Hello,

I hope this email finds you well. I am reaching out to inform you of an unexpected change in my personal life that may affect my work productivity and availability. My sibling was recently diagnosed with cancer. Obviously this news is devastating to my entire family. At this time a treatment plan is just beginning.

I wanted to inform you now, at the start, in case I ever need to ask for time off unexpectedly due to a medical emergency. At this time I do not anticipate decreasing my work hours or responsibilities; however, the nature of the situation may change and I will keep you updated.

Thank you in advance for your understanding and support during this difficult time.

Sincerely,

Your Name