



The below email is a template for updating your boss on the status of your sibling's cancer, particularly if you're starting to feel like everyone at work has forgotten. Include your human resources department on the email as they will be able to help with any leave policies you may need if you've exceeded your allotted personal days.

Hello,

I hope this email finds you well. I am reaching out to update you on my sibling's cancer journey. I first reached out back on [MM/DD/YY] to let you know of their diagnosis.

At this time, my sibling still requires [insert physical, logistical, or mental health care needs if applicable]. I continue to support them through this experience.

I have taken several personal days throughout this time, and I anticipate taking several more in the coming months. As always, I will let you know with as much notice as possible. Thank you for your continued understanding and support during this difficult time.

Sincerely,

Your Name