

Hi **[manager's name]**,

Talk about your diagnosis in your own words here. You might say things like...

As you know, in **[month/year]** I was diagnosed with **[add type of blood cancer]**.

I am keen to keep working, and I thought it would be helpful to give you some more information about the cancer, how it affects me, and things that would help me continue to work.

About the cancer

[add type of cancer] is a type of blood cancer. Blood cancer happens when something goes wrong with the development of blood cells. This can stop the blood doing important things like fighting off infections or repairing the body.

[If relevant] I have a chronic type of blood cancer, which means it cannot be completely cured, but it can be managed. This means I am living with blood cancer as a long-term condition.

Risk from coronavirus (COVID-19)

Because of my blood cancer diagnosis, I am at high risk of getting seriously ill if I catch coronavirus. The covid vaccine is also less effective for people with blood cancer. Because of this risk my doctor has said I need to take extra care to avoid infection and work from home wherever possible.

My treatment plan

I **[am having/will be having]** treatment for the cancer. My treatment involves...

[Describe your treatment in whatever detail you feel comfortable, mentioning whether you need to go to hospital for any of it, and whether that's as an inpatient or outpatient.]

I will be having this treatment for **[length of time/the rest of my life]**.

My follow up is expected to be for **[length of time/the rest of my life]** with regular visits to the hospital and appointments throughout this time.

OR

My treatment plan – Watch and wait

I have a slow-developing blood cancer, so my current treatment plan is called 'watch and wait'. This means I don't need treatment at the moment, but I'll need regular check-ups and appointments. I will only start treatment if and when it's needed. Although I am not having treatment, I am still dealing with symptoms of having a blood cancer.

Symptoms/side effects and work

I am currently experiencing the following symptoms/side effects:

- Increased risk of infections
- Severe tiredness (fatigue)
- Memory and concentration problems
- Changes to my appearance (hair loss, skin changes, weight loss or gain)
- The emotional impact of the diagnosis

- **[any other symptoms or side effects]**

The impact this might have on my work is...

[Describe how the symptoms affect you at work – are there things you find particularly difficult, or things you need to avoid? Can you think of any ways to manage these issues, or changes that could be made?]

Next steps

Please can we make a plan for how I can **[return to work/continue to work during this time]**? This may include making 'reasonable adjustments' to enable me to do my job (as explained in the Equality Act and Disability Discrimination Act). I would like us to work together to ensure I can continue working (from home) and keep myself well.

My medical team may be able to provide a 'fit note' advising on what could help.

Please can we discuss this with our HR team and occupational health advisor (if we have one)?

Please can you also let me know about our company and statutory sick pay policy and guidance?

Letting other people know

I don't want my colleagues to know about my diagnosis at the moment.

OR

I'd like to let colleagues know about my diagnosis. [Add info about how (email/in person) and when].

OR

Please can you let colleagues know. [Add info on what to tell colleagues, when and how].

Thank you for your support

[Your name]