**Jane Clinton**

123 Main Street, Anytown, CA 12345 · 555-555-5555 · jane.clinton@email.com

September 1, 2018

Katrina Lau

Acme Office Supplies

123 Business Rd.

Business City, NY 54321

Dear Katrina,

Thanks so much for all your support over the past few weeks, while I've been going through all the screening and tests to diagnose my symptoms.

My doctor found that I have a cyst that may be benign, but that will require surgery, some time away from the office, and possibly an extended period of recovery.

I have a favor to ask of you. While I am away from the office, would you act as my intermediary to the rest of our colleagues? I know that people will have questions, and they may not feel comfortable asking me directly, and I may not be up to answering right away. I trust your judgement, and would appreciate it if you would keep everyone informed without disclosing anything too personal about my condition or prognosis.

Please be honest about whether you think this is something you can do for me. I will completely understand if this would make you uncomfortable, and I will make other arrangements if so. I can meet you to talk about it further during lunch one day this week if you have any questions.

Regards,  
Jane

**David Adams**

123 Main Street, Anytown, CA 12345 · (222) 555-1212 · david.green@email.com

September 1, 2018

John Lee

Acme Office Supplies

123 Business Rd.

Business City, NY 54321

Dear John,

I know that you and the rest of my friends at work have probably been wondering why I have been out of the office so much during the last couple of weeks. I have been undergoing some tests to evaluate the symptoms that I’ve been experiencing. They have found that I will need some treatments, and I am scheduled to begin those next week.

During the next few months, I will likely need to reduce my workload a bit, and I have already discussed this with our management. They have arranged for me to be able to work from home, and reduce my hours here in the office until my medical issues are resolved. They have been incredibly understanding and supportive, and I believe that I’ll be back full time before you all start to miss me too much.

I am letting you know because we have a long standing relationship, and I regard you as a friend. I’m not comfortable talking about my illness with the whole of the office. I would appreciate it if you would only share the necessary facts with anyone who might inquire.

I appreciate your friendship, and your discretion. Feel free to keep me in the loop over the next few weeks. I’ll be checking email, and you can always reach me by phone.

Best regards,

David