

Early Presentation of Cancer Symptoms:

My Job?



National Cancer Action Team

Part of the National Cancer Programme

Sample email/memo to staff

Copy and paste the following text into your preferred email.
You can insert your own details.

Dear colleague,

Our local cancer network have recently been in touch about their work to get front line staff involved in promoting earlier presentation of cancer symptoms.

We have been given a resource which supports staff to help clients or patients in simple ways. It describes common symptoms, ways in which we can raise awareness amongst ourselves or our clients as well as videos and scenarios for different roles.

Many of us have been touched by cancer or had close friends and family affected by it and will want to back this initiative. I will be fully supportive of this work as identifying the early signs of cancer saves lives and helps our clients' and patients' health and wellbeing.

Please take a few moments to familiarise yourself with the resource which is available from from **[insert a place within your own organisation]** or you can go to:

www.cancerlancashire.org.uk

or contact the Cancer Network on (01772) 647040

Regards

[your name]