



Dear Mr/Mrs/Ms _____ (Employer name)

As you may know, I have a medical condition which affects my daily life to varying degrees and can sometimes be challenging. As part of my commitment to my own health and to medical advances that may help others with my condition, I have decided to participate in a clinical trial, which will be taking place from (date) to (date).

This type of medical study will involve several appointments and tests, among other things. In order to honour my commitment, and depending on the trial's requirements, I may need to ask you occasionally for time away from work during the trial period. If that happens, I will be happy to work with you and the team to find the best solutions to ensure my work continuity.

When I receive the clinical trial's official schedule, I will be able to tell you more specifically if and when I will need to take time off from work. In the meantime, please let me know if you would like to discuss this further.

Sincerely,

_____ (your name)