

Notification of Annual Medical Check-Up

Date: [Insert Date]

Dear [Employee's Name],

We would like to inform you that our annual medical check-up is scheduled for [Insert Date]. This is an important opportunity for you to assess your health and wellbeing.

Details of the check-up:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Please ensure that you come prepared and set aside enough time for your appointment. It is mandatory for all employees to participate in this health initiative.

If you have any questions or concerns, please feel free to reach out to [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]