

Yearly Health Check-Up Scheduling Notice

Dear [Employee Name],

We hope this message finds you well. As part of our commitment to employee health and wellness, we would like to remind you that it is time for your annual health check-up.

Please take a moment to schedule your appointment with our healthcare provider by [insert date]. The following time slots are available:

- [Date & Time 1]
- [Date & Time 2]
- [Date & Time 3]

It is important to prioritize your health, and we encourage you to take advantage of this opportunity. If you have any questions or need assistance with scheduling, please contact [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]