

# Annual Health Screening Notification

Dear [Employee's Name],

We are pleased to inform you that our Annual Health Screening has been scheduled for [Date] at [Location]. This initiative is part of our commitment to promoting health and wellness within our organization.

Please find the details below:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]
- **Items to Bring:** [List any items, if necessary]

Participation in the health screening is highly encouraged as it helps in early detection and prevention of potential health issues.

To confirm your attendance, please reply to this email by [RSVP Date].

Thank you for your attention to this important matter. We look forward to your participation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]