

Mandatory Annual Health Check Reminder

Dear [Employee's Name],

This is a friendly reminder that your mandatory annual health check is due. To ensure your health and well-being, please schedule your appointment by [Due Date].

Details:

- **Location:** [Health Check Location]
- **Contact:** [Contact Information]
- **Available Dates:** [List of Available Dates]

It is essential to complete this check to maintain compliance with our health and safety regulations. Please allow enough time for your appointment.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]