

# Yearly Health Assessment Reminder

Dear [Employee's Name],

This is a friendly reminder that it is time for your yearly health assessment. As part of our commitment to your health and well-being, we encourage you to schedule your appointment as soon as possible.

Please remember to complete the assessment by [due date]. You can book your appointment with [Clinic/Health Provider's Name] by calling [phone number] or visiting their website at [website URL].

Thank you for taking the time to prioritize your health!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]