

# Annual Health Evaluation Alert

Dear [Staff Name],

This is a reminder that it is time for your annual health evaluation. We care about your well-being and encourage you to participate in this important process.

Please schedule your appointment by [insert deadline] with the Health Services Office. Your health evaluation is essential for maintaining a healthy workplace.

If you have any questions or need assistance in scheduling your evaluation, feel free to contact [insert contact information].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]