

Employee Health Clinic Appointment Notice

Dear [Employee Name],

This is to inform you that you have an upcoming appointment at the Employee Health Clinic.

Appointment Details:

- **Date:** [Appointment Date]
- **Time:** [Appointment Time]
- **Location:** Employee Health Clinic, [Clinic Address]

Please arrive at least 10 minutes early to complete any necessary paperwork. If you have any questions or need to reschedule, contact us at [Clinic Phone Number] or [Clinic Email].

Thank you for prioritizing your health!

Sincerely,

[Your Name]

[Your Title]

[Company Name]