

# Health Screening Reminder

Dear [Employee's Name],

This is a friendly reminder that your annual health screening is scheduled for [Date] at [Time]. The screening will take place at [Location].

It's important to prioritize your health and well-being. Please arrive promptly and bring any necessary documents or identification with you.

If you have any questions or need to reschedule, feel free to contact [Contact Person] at [Contact Information].

Thank you for taking the time to ensure your health is in check!

Best regards,

[Your Name]

[Your Position]

[Company Name]