

# Health Assessment Scheduling

Dear Team Members,

We are pleased to announce that we will be conducting health assessments for all team members. This is a great opportunity to check your health status and receive personalized recommendations from our healthcare professionals.

## Details of the Health Assessment:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Please confirm your availability by responding to this email by [Insert Response Deadline]. If you are unable to attend on the scheduled date, please let us know so we can arrange an alternative.

Thank you for your attention to this important initiative. We look forward to your participation!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]