

Health Check-Up Announcement

Dear Employees,

We are pleased to announce that a health check-up will be conducted for all employees on **[Date]**. This initiative aims to promote health and wellbeing in our workplace.

The check-ups will take place at **[Location]** from **[Start Time]** to **[End Time]**. We encourage everyone to participate and take advantage of this opportunity to assess your health status.

Please see the attached schedule and sign up for your preferred time slot with **[Contact Person]** by **[RSVP Date]**.

Thank you for your cooperation. Your health matters to us!

Best regards,
[Your Company Name]