

# Workplace Wellbeing Health Checks Coordination

Date: [Insert Date]

Dear [Employee Name/Team],

As part of our ongoing commitment to workplace wellbeing, we are pleased to announce a series of health checks that will be conducted in our office to promote a healthier work environment.

The health checks will include:

- Blood pressure screenings
- Cholesterol checks
- Body mass index (BMI) assessments
- General health assessments

Details of the event are as follows:

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

Please sign up for your health check by [Insert Deadline] at [Insert Sign-Up Link or Method].

We encourage all employees to participate in this initiative to better understand your health and wellbeing. If you have any questions, please do not hesitate to reach out.

Thank you for your attention and commitment to promoting a healthy workplace!

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]