

# Mandatory Health Assessment Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This notice is to inform you that a mandatory health assessment is required as part of our compliance with [Specify Regulation/Policy]. The assessment is essential to ensure the well-being of all employees and compliance with health and safety standards.

Please report to [Location] on [Date] at [Time] for your health assessment. The assessment will involve [Brief Description of Procedures]. It is important that you attend this assessment as failure to do so may result in [Possible Consequences].

If you have any questions or cannot attend at the specified time, please contact [Contact Person] at [Contact Information] as soon as possible to arrange an alternative.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]