

# Occupational Health Check Reminder

Dear [Employee's Name],

This is a friendly reminder that your occupational health check is due on [Date]. Regular health checks are an important part of ensuring your well-being at work.

Please make sure to schedule your appointment with our occupational health provider by contacting [Contact Information].

If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]