

Workplace Health Monitoring Notification

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

We are writing to inform you about the upcoming health monitoring initiative taking place in our workplace. As part of our commitment to ensuring a safe and healthy working environment, we will be conducting health monitoring assessments for all employees on [Insert Date].

The health monitoring will include the following assessments:

- Blood Pressure Check
- Body Mass Index Measurement
- Cholesterol Screening
- Vision and Hearing Tests

Please ensure to allocate approximately [Insert Duration] of your time to participate in this important initiative. Your participation is crucial in helping us maintain a healthy workplace.

If you have any questions or concerns regarding the health monitoring, please do not hesitate to reach out to [Contact Person] at [Contact Email/Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]