

Workplace Wellness Check Notification

Dear [Employee's Name],

We hope this message finds you well. As part of our ongoing commitment to ensuring the health and wellness of our employees, we are pleased to announce that we will be conducting a workplace wellness check on [Date].

This initiative aims to provide you with resources and support for your physical and mental well-being. During the wellness check, we will offer health screenings, information sessions, and wellness resources tailored to your needs.

Please mark your calendar for [Time] at [Location]. We encourage all employees to participate and take advantage of this opportunity to learn more about maintaining a healthy lifestyle.

If you have any questions or require additional information, feel free to reach out to [Contact Person] at [Contact Information].

Thank you for your attention, and we look forward to seeing you at the wellness check!

Best regards,

[Your Name]

[Your Position]

[Company Name]