

Yearly Medical Examination Reminder

Dear [Employee's Name],

This is a friendly reminder that your annual medical examination is due. Regular health check-ups are essential to maintaining your overall well-being.

Please schedule your appointment at your earliest convenience. If you have any questions or need assistance, feel free to reach out.

Thank you for prioritizing your health!

Sincerely,
[Your Name]
[Your Position]
[Company Name]