

# Invitation for Occupational Health Evaluation

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to invite you to participate in an Occupational Health Evaluation. This evaluation is an important part of our commitment to ensuring the health and safety of all employees.

## **Details of the Evaluation:**

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Please confirm your attendance by [Insert RSVP Date]. If you have any questions or require further information, feel free to contact [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]