

Notice of Upcoming Occupational Health Evaluation

Date: [Insert Date]

Dear [Employee's Name],

This is to inform you that you are scheduled for an occupational health evaluation as part of our commitment to ensuring a safe and healthy work environment. The details of your evaluation are as follows:

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

Please ensure that you arrive at least 10 minutes early to allow for check-in and preparation. If you are unable to attend this appointment, please notify us as soon as possible to reschedule.

Thank you for your attention to this important matter. We appreciate your cooperation in maintaining our workplace health standards.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]