

# Occupational Health Assessment Appointment Notification

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to inform you that you have been scheduled for an Occupational Health Assessment. This assessment is essential to ensure your health and wellbeing in relation to your role at [Company Name].

## **Appointment Details:**

- **Date:** [Insert Appointment Date]
- **Time:** [Insert Appointment Time]
- **Location:** [Insert Location]
- **Duration:** Approximately [Insert Duration]

Please ensure to bring any relevant medical documentation and your identification with you. If you have any questions or if you are unable to attend the appointment, please contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]