

Occupational Health Check-Up Notification

Date: [Insert Date]

To: [Employee's Name]

Subject: Occupational Health Check-Up Notification

Dear [Employee's Name],

This letter serves to notify you that your scheduled occupational health check-up will take place on [Insert Date] at [Insert Time]. The appointment will be held at [Insert Location].

The check-up is an essential part of our commitment to ensuring the health and safety of our employees. It is important that you attend this appointment, as it helps us monitor and promote a healthy work environment.

Please bring any relevant medical records and be prepared to discuss any health concerns you may have.

If you have any questions or are unable to attend the appointment for any reason, please contact [Insert Contact Information] at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]