

Occupational Health Evaluation Invitation

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 part of our commitment to ensuring the health and well-being of our employees and to comply with workplace health regulations.

Date of Evaluation: [Insert Evaluation Date]

Time: [Insert Time]

Location: [Insert Location]

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

Thank you for your attention to this important matter. We look forward to seeing you at the evaluation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]