

Occupational Health Review Invitation

Dear [Employee's Name],

We would like to invite you to participate in an Occupational Health Review scheduled for [Date] at [Time]. This review is part of our commitment to ensuring a safe and healthy workplace for all employees.

The meeting will take place at [Location]. During the review, we will discuss your health and any support you may need in your role.

Please confirm your attendance by [RSVP Date]. Should you have any questions or require further information, feel free to reach out to [Contact Person] at [Contact Email/Phone].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Company Address]