

# Scheduled Occupational Health Assessment Notice

Date: [Insert Date]

To: [Employee Name]

Department: [Employee Department]

Employee ID: [Employee ID]

Dear [Employee Name],

This notice is to inform you that you are scheduled for an Occupational Health Assessment. This assessment is a routine procedure aimed at ensuring your health and safety in the workplace.

Details of the Appointment:

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

Please arrive at least 15 minutes early to complete any necessary paperwork. If you are unable to attend this appointment, please contact the Occupational Health Office at [Insert Contact Information] as soon as possible to reschedule.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]