

Annual Health Evaluation Reminder

Dear [Employee's Name],

As part of our commitment to your health and well-being, we would like to remind you that it is time for your annual health evaluation. This evaluation is essential for monitoring your health and identifying any areas where you may need support or resources.

Evaluation Details

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

Please ensure that you complete the necessary forms attached to this letter prior to your evaluation. If you have any questions, feel free to reach out to [Insert Contact Information].

Thank you for prioritizing your health!

Sincerely,

[Your Name]
[Your Position]
[Your Company]