

Pre-Employment Health Review Notification

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

We are pleased to inform you that you have been selected for the position of [Job Title] with [Company Name]. As part of our hiring process, we require all prospective employees to undergo a pre-employment health review.

The purpose of this health review is to ensure that you are fit for the duties required by the position and to identify any necessary accommodations.

Your health review is scheduled for [Insert Date and Time] at [Location]. Please bring the following documents with you:

- Any relevant medical records
- A list of current medications
- Your identification card

If you are unable to attend the appointment at the scheduled time, please contact us at [Contact Information] to reschedule.

We appreciate your cooperation and look forward to welcoming you to the team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]