

Yearly Health Check Notification

Dear [Employee's Name],

This is a reminder that it is time for your scheduled yearly health check. Regular health check-ups are essential to maintain your well-being.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please make sure to bring your health insurance card and complete any necessary forms prior to your appointment.

Thank you for prioritizing your health. If you have any questions or need to reschedule, please contact [Insert Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]