

# Yearly Medical Evaluation Reminder

Dear [Employee's Name],

This is a friendly reminder that it is time for your annual medical evaluation. As part of our commitment to ensuring the health and well-being of our team, we encourage all employees to participate in this important health check.

Your medical evaluation is scheduled for [Date] at [Time]. It will take place at [Location]. Please make sure to bring your insurance card and any relevant medical history.

If you have any questions or need to reschedule, please contact [Contact Person] at [Contact Information].

Thank you for prioritizing your health. We look forward to seeing you soon!

Sincerely,

[Your Name]

[Your Title]

[Company Name]