

Biannual Health Screening Reminder

Dear [Employee's Name],

This is a friendly reminder that it's time for your biannual health screening. Regular screenings are essential for maintaining your health and well-being.

Please schedule your appointment at your earliest convenience. You can choose a date within the next two weeks. If you have any questions or need assistance, feel free to reach out to the HR department.

Thank you for taking steps to prioritize your health!

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]