

Monthly Wellness Check Notification

Dear [Employee's Name],

This is a friendly reminder that it is time for your monthly wellness check. We value your well-being and encourage you to participate in this important health initiative.

Please schedule your appointment with the wellness coordinator by [insert date]. You can reach out via email at [insert email] or call [insert phone number].

Thank you for prioritizing your health!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]