

# Regular Health Evaluation Notification

Dear [Employee's Name],

This is a reminder that your regular health evaluation is scheduled for [Date] at [Time].

Location: [Location]

Please ensure that you complete any necessary paperwork and arrive on time for your assessment. If you have any questions or need to reschedule, feel free to contact [Contact Person/Department].

Thank you for your attention to this important matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]