

Occupational Health Review Notification

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as a formal notification regarding your mandatory occupational health review as part of our commitment to maintaining a safe and healthy work environment. Please be advised that this review is necessary to comply with company policies and health regulations.

Review Details:

- **Date of Review:** [Insert Review Date]
- **Time:** [Insert Review Time]
- **Location:** [Insert Review Location]

We kindly ask you to prepare for the review by bringing any necessary documentation related to your health status and work-related duties.

If you have any questions or concerns regarding this process, please do not hesitate to reach out to the HR department at [Insert HR Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]