

Occupational Health Evaluation Follow-Up Notice

Date: [Insert Date]

Employee Name: [Employee Name]

Employee ID: [Employee ID]

Department: [Department Name]

Dear [Employee Name],

This letter serves as a follow-up to your recent occupational health evaluation conducted on [Insert Evaluation Date].

As part of our commitment to ensuring a safe and healthy workplace, we have reviewed the findings of your evaluation. The results indicate that [briefly summarize findings, if applicable].

To ensure your continued well-being, we recommend the following actions:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Please schedule a follow-up appointment with the occupational health department by [Insert Deadline]. If you have any questions or require further assistance, do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]