

Occupational Health Screening Reminder

Dear [Employee's Name],

This is a friendly reminder that your occupational health screening is due on **[Date]**. Regular health screenings are essential to ensure your well-being and compliance with workplace safety regulations.

Please schedule your appointment at your earliest convenience. You can contact **[Contact Information]** to set up your screening.

Your health is important to us, and we appreciate your prompt attention to this matter.

Thank you,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]