

Workplace Health Check-up Notification

Dear Employees,

We are pleased to inform you that a health check-up will be conducted on **[Date]** at our facility. This initiative aims to promote your well-being and monitor your health effectively.

Details of the Health Check-up:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Location]

Please ensure you participate in this important health initiative. A health professional will be available to address any questions you may have.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]