

# Confirmation of Annual Health Review

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to confirm your appointment for the annual health review. The details are as follows:

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

Please ensure you arrive 10 minutes early and bring any necessary documentation. If you have any questions or need to reschedule, feel free to contact us.

Thank you for prioritizing your health!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]