

Appointment Confirmation

Dear [Employee Name],

We are pleased to confirm your health screening appointment scheduled for:

- **Date:** [Appointment Date]
- **Time:** [Appointment Time]
- **Location:** [Appointment Location]

Please arrive 10 minutes early to complete any necessary paperwork. Remember to bring your employee ID and any required medical documents.

If you have any questions or need to reschedule, please contact [Contact Information].

Thank you,

[Your Company's Name]

[Your Company's Contact Information]