

Confidentiality Assurance Letter

Date: _____

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

We are writing to inform you about the upcoming health screening program that our organization will be conducting to ensure the wellbeing of all employees. Your health and privacy are of utmost importance to us.

This letter serves as an assurance that all information obtained during the health screening process will be kept strictly confidential. The data collected will only be used for health assessment purposes and will not be shared with any parties outside the designated health screening team.

We are committed to safeguarding your health information in accordance with applicable laws and regulations, and we will take all necessary measures to protect your privacy.

If you have any questions or concerns regarding the health screening process or the confidentiality of your information, please do not hesitate to reach out.

Thank you for your cooperation and participation in ensuring a healthy workplace.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]