

# Reminder: Upcoming Employee Health Screening

Dear [Employee's Name],

This is a friendly reminder to participate in the upcoming Employee Health Screening scheduled for [Date] at [Location]. Your health and well-being are important to us, and we encourage you to take advantage of this opportunity.

Please remember to bring the following items:

- Your employee ID card
- 'Health Screening' questionnaire completed
- Any necessary medical records

If you have any questions or need to reschedule, please contact [Contact Person] at [Contact Email/Phone Number].

Thank you for your commitment to your health!

Best regards,

[Your Company Name]  
[Your Position]  
[Contact Information]