

Employee Health Screening Policy Update

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you about an important update to our Employee Health Screening Policy. As part of our ongoing commitment to ensure the health and safety of all employees, we are implementing changes that reflect current best practices and guidelines.

Updated Policy Overview

The updated policy will include:

- Increased frequency of health screenings.
- Mandatory reporting of certain health conditions.
- Expanded resources for employee wellness programs.

We believe these changes will enable us to maintain a safer workplace for everyone. The updated policy will take effect on [Insert Effective Date]. Please take a moment to review the attached document for complete details.

Next Steps

We encourage you to reach out to your supervisor or the HR department if you have any questions or concerns regarding this update.

Thank you for your attention to this important matter and for your ongoing commitment to a healthy workplace.

Sincerely,

[Your Name]

[Your Position]

[Company Name]