

Introduction to Occupational Health Assessment

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Introduction to Your Occupational Health Assessment

Dear [Employee's Name],

We are reaching out to inform you about the upcoming occupational health assessment process that is scheduled for [insert date]. This assessment is a routine procedure aimed at ensuring the well-being of all employees and maintaining a safe work environment.

During the assessment, you will have an opportunity to discuss any health concerns related to your work environment. Our occupational health professionals will conduct a thorough evaluation and provide recommendations as necessary.

Please prepare by bringing any relevant medical records and a list of medications you are currently taking. Your participation is crucial in helping us support your health and safety at work.

If you have any questions or need further information, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]