

# Notification of Scheduled Occupational Health Review

Date: [Insert Date]

To: [Employee's Name]  
[Employee's Position]  
[Company Name]  
[Company Address]

Dear [Employee's Name],

We are writing to inform you that a scheduled Occupational Health Review has been arranged for you.

**Date of Review:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

The purpose of this review is to evaluate your working conditions and overall health in relation to your role within the company. This is a standard procedure to ensure the well-being of all employees.

Please confirm your availability for the scheduled date and time. If you have any questions or need to reschedule, do not hesitate to contact [HR Contact Name] at [HR Contact Email/Phone Number].

Thank you for your attention to this matter.

Sincerely,

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