

Biannual Health Assessment Notice

Date: [Insert Date]

Dear [Employee/Participant Name],

We hope this message finds you well. This is a reminder that your biannual health assessment is due. The health assessment is a vital step in ensuring the well-being of our employees and participants.

Please schedule your appointment between [Start Date] and [End Date] at [Location/Clinic]. Below are the details of the assessment:

- Assessment Type: [Insert Type of Assessment]
- Duration: [Insert Duration]
- What to Bring: [List any materials needed]

Should you have any questions or require further assistance, please do not hesitate to contact [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]