Test Results Notification

Date: [Insert Date]

To: [Employee Name]

Department: [Department Name]

From: [Your Name or HR Department]

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you of the results from the recent [Type of Test, e.g., health screening, COVID-19 test, etc.] conducted on [Test Date].

Your test results are as follows:

- Test Type: [Type]
- Result: [Positive/Negative/Pass/Fail]
- Date of Result: [Result Date]

If you have any questions regarding your results or wish to discuss them further, please do not hesitate to reach out to [Contact Information].

Thank you for your attention to this matter.

Sincerely,

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