

Annual Health Check-up Notification

Dear [Employee's Name],

We hope this message finds you well. As part of our commitment to your health and well-being, we are reminding you about your upcoming annual health check-up.

Date: [Scheduled Date]

Time: [Scheduled Time]

Location: [Health Facility/Clinic Name]

Please ensure that you bring any necessary medical records and arrive at least 15 minutes early for registration.

If you have any questions, feel free to reach out to the HR department.

Thank you for prioritizing your health!

Sincerely,

[Your Company Name]

[Contact Information]