

# Annual Physical Examination Notice

Dear [Employee's Name],

We would like to remind you that it is time for your annual physical examination. Regular check-ups are essential for maintaining your health and well-being. The details of your appointment are as follows:

**Date:** [Appointment Date]

**Time:** [Appointment Time]

**Location:** [Health Facility/Clinic Name]

Please ensure to bring your insurance cards and any necessary medical records. If you have any questions or need to reschedule, feel free to contact [Contact Information].

Thank you for prioritizing your health.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]