

Biannual Health Review Announcement

Dear [Employee/Team Name],

We are pleased to announce the upcoming biannual health review scheduled for [Date]. This initiative is part of our commitment to support your health and well-being.

During this review, you will have the opportunity to:

- Receive a comprehensive health assessment
- Discuss any health concerns with our medical team
- Access resources for nutrition and wellness

Please make sure to schedule your appointment by [Deadline] to ensure your participation. We encourage everyone to take part in this valuable opportunity.

Thank you for your attention to this important matter. Your health is our priority.

Sincerely,

[Your Name]

[Your Title]

[Company Name]