

Health Checkup Reminder

Dear [Employee's Name],

This is a friendly reminder that your annual health checkup is coming up on [Date]. Regular health checkups are essential for maintaining your well-being and detecting any potential health issues early.

Please ensure you schedule your appointment at your earliest convenience. You can visit [Clinic/Hospital Name] or contact them at [Contact Information] to book your slot.

Thank you for taking care of your health!

Best Regards,
[Your Name]
[Your Position]
[Company Name]