

Notification of Workplace Sleep Health Assessment

Dear [Employee Name],

We are pleased to inform you that our company is initiating a Sleep Health Assessment program aimed at improving the overall well-being and productivity of our workforce.

The assessment will take place on [Date] at [Location]. This program is designed to evaluate sleep patterns and provide personalized feedback to help you achieve better sleep health.

Participation is voluntary, but we encourage you to take advantage of this opportunity. Please confirm your attendance by [RSVP Date].

If you have any questions, feel free to reach out to [Contact Person] at [Contact Email/Phone Number].

Thank you for your attention to this important aspect of your health.

Sincerely,

[Your Name]
[Your Title]
[Company Name]