

# Yearly Wellness Check Notification

Dear [Employee's Name],

We hope this message finds you well. As part of our commitment to your health and well-being, we would like to remind you that it is time for your yearly wellness check.

Please schedule your appointment with our health services department by [Deadline Date]. This annual wellness check is an important step in maintaining your health, and it is essential for identifying any potential issues early.

During the check, you will receive:

- Physical examination
- Health screenings
- Vital signs check
- Personal health consultation

We encourage you to take advantage of this opportunity to focus on your health and ensure that you are on track for the year ahead.

If you have any questions or need assistance in scheduling your appointment, please do not hesitate to contact HR at [HR Contact Information].

Thank you for prioritizing your well-being!

Sincerely,  
[Your Company Name]  
[Your Position]