

# Annual Joint Health Checkup Appointment Notification

Dear [Employee's Name],

We are writing to remind you of your upcoming annual joint health checkup. This is a routine checkup that aims to ensure your health and well-being.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

Please make it a priority to attend this important appointment. If you are unable to make it at the scheduled time, kindly inform us as soon as possible so we can reschedule.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]