[Date]

[Contractor Full Name]
[Contractor ID/Passport Number]
[Contractor Address]

Subject: Notification of Required Health Screening for International Assignment

Dear [Contractor Name],

As part of the onboarding process for your international consultancy agreement with [Company Name], you are required to undergo a medical health screening. This screening ensures that you are medically fit to perform the services outlined in your contract and meet the health entry requirements for [Host Country Name].

Please arrange an appointment with a licensed medical practitioner to complete the following:

- General Physical Examination
- Review of Vaccination Records (specifically [List Required Vaccines])
- [Insert specific tests, e.g., Tuberculosis screening, Blood panels]
- Confirmation of fitness for international travel and remote work

The results of this screening must be submitted to our HR/Compliance department no later than [Date]. Please ensure the medical professional provides a signed "Fitness for Work" certificate. You are not required to share your full confidential medical history, only the final clearance status.

Regarding costs, [Company Name] will [reimburse the costs upon presentation of a receipt / provide a direct billing code for the clinic].

Should you have any questions regarding this requirement, please contact [Department/Contact Person Name].

Regards,

[Name]
[Title]
[Company Name]