

To: [Employee Name / Department Name]

From: Human Resources Department

Date: [Current Date]

Subject: Urgent: Submission Deadline for [Name of Document/Requirement]

Dear [Recipient Name],

This is a formal reminder regarding the upcoming submission deadline for [Specific Document Name, e.g., Annual Credentialing, Immunization Records, or Benefit Enrollment].

To maintain compliance with clinic regulations and healthcare standards, please ensure that all required materials are submitted to the HR portal or office no later than:

**Deadline: [Date] at [Time]**

The following items are required:

- [Requirement 1]
- [Requirement 2]
- [Requirement 3]

Failure to meet this deadline may result in [Consequence, e.g., a delay in payroll, temporary suspension of clinical privileges, or loss of coverage].

If you have already submitted these documents, please disregard this notice. For any questions regarding the submission process, please contact the HR office at [Phone Number] or [Email Address].

Best regards,

[Your Name]  
HR Manager  
[Clinic Name]