

**Date:** [Insert Date]

**Candidate Name:** [Insert Candidate Name]

**Address:** [Insert Candidate Address]

**Subject: Pre-Employment Fitness for Duty Health Screening**

Dear [Candidate Name],

Congratulations on your conditional offer of employment for the position of [Job Title] at [Company Name].

As part of our standard hiring process and to ensure you can safely perform the essential functions of this role, you are required to complete a Pre-Employment Fitness for Duty Health Screening. This offer is contingent upon the successful completion of this assessment.

**Appointment Details:**

- **Facility Name:** [Insert Clinic/Hospital Name]
- **Address:** [Insert Clinic Address]
- **Date:** [Insert Date]
- **Time:** [Insert Time]

**Requirements for the Appointment:**

- Please bring a valid form of government-issued photo identification.
- Wear comfortable clothing suitable for a physical examination.
- [Optional: Bring a copy of your immunization records.]
- [Optional: Fast for X hours prior to the appointment.]

The results of this screening will be sent directly to the Human Resources department and will be handled with strict confidentiality in accordance with data protection regulations.

If you are unable to attend at the scheduled time, please contact [Contact Person Name] at [Phone Number/Email] at least 24 hours in advance to reschedule.

We look forward to having you join our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]