Subject: Reminder: Scheduled Absence for Preventative Care

Dear [Employee Name],

This is a reminder regarding your upcoming scheduled absence for preventative care on [Date].

As per our records, you will be away from [Start Time] to [End Time].

Please ensure that any urgent tasks are handed over to [Colleague Name/Manager Name] before your departure. If there are any changes to your schedule, please notify your supervisor as soon as possible.

Thank you for prioritizing your health and well-being.

Best regards,

[Your Name]
[Your Title]
[Company Name]