**Date:**

**Re. Informing New Procedures for the Medical Assurance Mandated by the Company**

Dear Employees,

With reference to the above-cited quote, it is to inform you all that the company has introduced a few changes in the procedure of getting medical assurance from the company. The changes involve approval from the higher cabinet of HRM and the dually signed permit from the Primary Advisor of the company’s employees’ dealings.

The company would get their employees to check up medically and their screenings will be done at the company’s expense. There has been seen a hike in the submission of feigned medical assurance documents by the employees, hence, it has been approved by the higher cabinet, that the company’s medical advisor shall do the medical screening of the employees. Health has been a top priority for the company; therefore, such demeanor is not only unacceptable but punitive with serious penalties.

To convene the matter of medical assurance, we have decided for the employees to get them examined by the medical officer of the company and get it approved by the primary advisor of the company. Medical history and active complaint forms have been enclosed in the letter.

You are advised to fill the form and submit it to Human Resources before [DATE]. In case of any queries, please refer to the General Management. Thank you for your cooperation. We are expecting a good deal of appreciation as the physical and mental health of employees has been a priority for us.

Thank you.

[Your Name]  
[Designation]