

[Your Name]
[Your Job Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Job Title]
[Employee's Department]
[Company Name]

Dear [Employee's Name],

Subject: Error Correction Notification

I hope this message finds you well. I am writing to address an error that occurred [briefly describe the error - e.g., in your recent report, during an employee evaluation, etc.].

[Explain the nature of the error and provide any necessary details or context.]

I want to ensure that this matter is corrected promptly and that we maintain the integrity of our processes. Therefore, I kindly ask you to [provide specific instructions to correct the error, if applicable]. Should you have any questions or need further clarification, please do not hesitate to reach out to me directly. Thank you for your attention to this matter and for your continued hard work.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]