

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Acknowledgment of Employee Fault

I hope this letter finds you well. The purpose of this communication is to address a matter that has come to our attention regarding an incident that occurred on [specific date] involving [brief description of the incident or fault].

It has been conveyed that [specific details of the fault]. We take such matters seriously and appreciate your willingness to acknowledge this situation. Recognizing our responsibilities is an important step in fostering a positive work environment and ensuring that similar incidents do not arise in the future.

We encourage you to reflect on this experience and consider how it may inform your actions moving forward. Please feel free to reach out if you would like to discuss this matter further or if you require any support.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]