

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Incident Report Regarding Workplace Mistake

I am writing to formally address an incident that occurred on [date of incident] involving your performance during [brief description of the situation]. It has come to our attention that [specific details of the mistake], which resulted in [brief description of the consequences].

We understand that mistakes can happen, however, it is important that we address this situation to prevent similar occurrences in the future. We would like to hear your perspective on this matter and encourage you to share any thoughts you may have regarding how this incident occurred.

As part of our commitment to a positive work environment, we recommend the following corrective actions:

1. [Action Item 1]

2. [Action Item 2]

3. [Action Item 3]

Please arrange a meeting with me by [specific date] to discuss this matter further. We believe that open dialogue is essential for growth and improvement.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]