

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Notification of Employee Mistake

We are writing to formally address an incident that occurred on [specific date] involving your work responsibilities. It has come to our attention that [describe the mistake or issue briefly and objectively].

This mistake has resulted in [explain the consequences or effect of the mistake], which is not in line with our company standards. We understand that errors can happen, and it is important for us to learn from them.

We would like to schedule a meeting with you on [suggest a date and time] to discuss this matter further and explore ways to prevent similar issues in the future. Please confirm your availability for this meeting.

Thank you for your attention to this matter. We appreciate your cooperation as we work to maintain a productive and professional work environment.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]