

Subject: Acknowledgment of Error

Dear [Employee's Name],

I hope this message finds you well.

I want to take a moment to acknowledge the recent oversight regarding [specific mistake or issue]. It is important to highlight that mistakes can occur in any role, and addressing them is a vital part of our growth and development.

Please know that I am here to support you as we work through this matter.

I encourage you to reflect on the situation and consider any steps that can be taken to prevent similar occurrences in the future.

Let's schedule a time to discuss this further and explore solutions together. Your contributions to the team are valuable, and I appreciate your dedication.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]