[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Position]
[Company Name]
Dear [Employee's Name],
Subject: Discussion of Recent Error
I hope this message finds you well. I am writing to address a recent error that occurred on [date of the error] regarding [brief description of the error].
Firstly, I want to express my appreciation for your hard work and commitment to our team. However, it is important that we acknowledge and learn from mistakes in order to improve our processes and outcomes.
The specifics of the error are as follows:
- [Detail 1]
- [Detail 2]
- [Detail 3]
I would like to schedule a meeting with you to discuss this matter further and explore ways to prevent similar issues in the future. Please let me know your availability within the next week.
Thank you for your attention to this matter, and I look forward to our discussion.
Sincerely,
[Your Name]
[Your Position]
[Company Name]