

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Addressing Recent Oversight

I hope this message finds you well. I am writing to discuss an oversight that has come to my attention regarding [specific details of the oversight].

It is important to address this matter promptly to ensure that we are aligned in our goals and maintain the high standards we strive for at [Company Name]. I would like to set up a meeting to discuss this further and explore ways we can avoid similar issues in the future.

Please let me know your availability for this discussion. I value your contributions to our team and look forward to resolving this situation together.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]