

[Your Name]

[Your Position]

[Your Company]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

Dear [Employee's Name],

1. **\*\*Introduction\*\***

- Briefly state the purpose of the letter.

2. **\*\*Description of the Mistake\*\***

- Clearly outline what the mistake was, including relevant details and context.

3. **\*\*Impact of the Mistake\*\***

- Explain how the mistake affected the team, project, or company.

4. **\*\*Expectations Moving Forward\*\***

- Outline what is expected from the employee in the future to prevent similar mistakes.

5. **\*\*Support and Resources\*\***

- Offer support and resources available to help the employee succeed.

6. **\*\*Conclusion\*\***

- Encourage the employee and express confidence in their ability to improve.

Sincerely,

[Your Name]

[Your Position]