

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

Dear [Employee's Name],

Subject: Notice of Mistake in Work

I hope this message finds you well.

It has come to our attention that there was an error in your recent work on [specific project or task] dated [date]. The mistake involved [brief description of the mistake].

We believe it is important to address this issue promptly to ensure that it does not affect the overall progress of our team and the quality of our work. We encourage you to review your procedures and consider ways to prevent similar errors in the future.

Please arrange a meeting with your supervisor by [date] to discuss this matter further and to explore ways to improve.

We appreciate your attention to this issue and your commitment to our team's success.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]