

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employee's Name]  
[Employee's Position]  
[Employee's Department]

Dear [Employee's Name],

I hope this message finds you well. I am writing to address a recent incident that occurred on [specific date] involving [brief description of the mistake].

While we all make mistakes from time to time, it is important to learn from these experiences and take steps to prevent them in the future.

I would like to meet with you to discuss this matter further and explore how we can ensure similar situations do not arise again. Please let me know your availability for a meeting this week.

Thank you for your attention to this important matter. I appreciate your understanding and willingness to improve.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]