[Your Company Letterhead]
[Date]
[Employee's Name]
[Employee's Job Title]
[Employee's Address]
[City, State, Zip Code]
Dear [Employee's Name],
Subject: Report on Recent Error
I hope this message finds you well. I am writing to formally address an issue that occurred on [specific date] regarding [brief description of the error].
Details of the Error:
- Description: [Provide a clear and concise description of the error]
- Impact: [Explain the impact of the error on the team or company]
- Context: [Include any relevant context or circumstances surrounding the error]
This error has been noted in your recent performance review, and it is vital that we discuss how we can prevent similar occurrences in the future.
Next Steps:
1. [Outline immediate actions to be taken]
2. [Suggest training or resources available for improvement]
3. [Schedule a meeting for further discussion, if applicable]
Please take this feedback constructively as an opportunity for growth. I believe that with the right support, you can overcome this challenge.
Best regards,
[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]