

Subject: Important: Discussion Regarding Recent Oversight

Dear [Employee's Name],

I hope this message finds you well. I wanted to bring to your attention a matter regarding [specific task or project]. It has come to my notice that there was an oversight concerning [briefly describe the mistake].

I understand that mistakes can happen, and it is important for us to address them constructively. I would like to discuss how we can correct this issue and ensure that it does not happen again in the future.

Please let me know a convenient time for us to meet and talk about this.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]