

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notification of Employee Mistake

I hope this message finds you well.

I am writing to formally address an incident that occurred on [specific date] regarding [brief description of the mistake]. This was noted during [context in which the mistake was identified, e.g., performance review, project completion].

The mistake resulted in [brief description of consequences, e.g., delays, financial impact, customer dissatisfaction]. It is important for us to maintain high standards and ensure that such oversights are addressed promptly.

We would like to discuss this matter further to understand your perspective and to identify steps that can be taken to prevent similar situations in the future. Please schedule a meeting with me at your earliest convenience to discuss this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]