

# Corrective Action Notice

Date: [Insert Date]

To: [Employee/Department Name]

From: [Your Name/Management Title]

Subject: Corrective Action Plan Following Service Feedback

Dear [Employee/Team Name],

We appreciate your ongoing efforts in delivering service to our clients. However, we have received feedback that indicates areas requiring immediate attention.

Feedback Summary:

- [Briefly describe the specific feedback received]
- [Outline relevant service standards or expectations]

To address these concerns, we have outlined the following corrective action plan:

1. [Action Step 1 with details and timeline]
2. [Action Step 2 with details and timeline]
3. [Action Step 3 with details and timeline]

We expect that these measures will not only rectify the issue but also enhance our service standards. Please acknowledge receipt of this letter and confirm your understanding of the corrective actions to be taken.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]