

# Corrective Action Letter

Date: [Insert Date]

To: [Employee Name]

From: [Your Name / Position]

Subject: Corrective Action for Production Error

Dear [Employee Name],

I am writing to address a recent production error that occurred on [insert date of error]. It has come to our attention that [briefly describe the error and its impact on production].

As part of our commitment to maintaining quality standards, we have initiated a corrective action plan. The steps we will be taking include:

- Conducting a thorough review of the incident
- Implementing additional training for the team
- Updating our standard operating procedures to prevent future occurrences

We expect your cooperation in rectifying this issue and adhering to the updated procedures. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]