

# Letter of Recognition for Lapse in Judgment

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally recognize and address the recent lapse in judgment regarding [specific situation or incident]. It is important to acknowledge that every individual can face challenging situations that may lead to decisions that are not aligned with our values and standards.

While the incident may have brought about certain challenges, I appreciate your openness in discussing the matter and your willingness to learn from this experience. This recognition is not intended to undermine your contributions but rather to foster growth and understanding.

Moving forward, I encourage you to reflect on this situation and consider the steps you can take to ensure that similar lapses do not occur in the future. I believe in your potential and am confident that you will apply this experience constructively.

Thank you for your attention to this matter, and please do not hesitate to reach out if you would like to discuss this further.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]