

# Dear [Employee's Name],

I want to take a moment to acknowledge the recent situation that occurred at work. Mistakes are a part of our journey, and it's important to remember that they do not define who we are or our capabilities.

Please know that your contributions are valued, and I believe in your potential to overcome challenges. Every setback is an opportunity for growth and learning.

Take some time to reflect, and when you're ready, let's discuss how we can move forward together. I'm here to support you.

Keep your head up, and remember, we all learn through experiences--both good and bad.

Sincerely,  
[Your Name]  
[Your Job Title]