

Subject: URGENT: Reminder - Submission of Escalated Action Resolution Plan

Dear [Recipient Name],

This letter serves as a formal reminder regarding the outstanding Escalated Action Resolution Plan for [Issue/Project Name], which was due for submission on [Due Date].

As of today, we have not received your formal plan outlining the corrective actions and timelines required to address the identified issues. Given the escalated status of this matter, the immediate submission of this plan is critical to prevent further delays or additional disciplinary measures.

Please submit the completed resolution plan to [Department/Name] no later than [New Deadline Date/Time].

The plan must include the following details:

- Specific corrective actions to be taken.
- Individuals responsible for each task.
- Definitive milestones and a final completion date.
- Resource requirements or dependencies.

Failure to provide this plan by the revised deadline will result in further escalation to [Senior Management/Committee Name].

If you have already submitted the plan or require immediate assistance to finalize it, please contact [Contact Person Name] at [Phone Number/Email] immediately.

Sincerely,

[Your Name]

[Your Title]

[Company Name]