To Date:  
Employee name,  
Employee ID,  
Designation,  
Department.

Sub: Warning letter for carelessness

Dear Mr./Ms. **[Employee name]**,

We hereby issue this warning letter after receiving continuous complaints about your behavior. The complaints are mainly related to your negligence at work and not obeying the orders of your superiors. We do not accept such kind of behavior from employees.

Consider this is a first and the last warning, and any further complaints about your misconduct will lead to strict actions against you.

Give your written explanation about his matter within 48 hours after receiving this letter.

Sincerely,  
Officer name,  
Designation.