To Place:  
The Employee’s Name, Date:

Employee ID,  
Designation,  
Department.

Sub: Warning letter for failure to follow instructions.

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

It has come to our attention on several occasions that you are not following the instructions of the organization. It is an indication of your negligence at work.

Even if you have already been reprimanded, you still show carelessness in the workplace.

If you continue to do so, severe measures will be taken against you. Look at this as your first and last warning.

Sincerely,  
HR Manager’s Name,  
Signature.