To Place:  
The Employee’s Name, Date:

Employee ID,  
Designation,  
Department.

Sub: Warning letter for mistakes in work.

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

It's to make you aware that there are so many mistakes in your work. Your reports do not comply with corporate standards.

This must be because you are not focussing properly or neglecting your job.

You should provide a written explanation of the issue.

If we again observe any such mistakes in your work, it may lead to severe action against you.

Sincerely,  
HR Manager Name,  
Signature.