**[Your Company Letterhead]**  
[Date]

**Subject: Warning Letter for Carelessness in Work**

Dear [Employee's Name],

We want to discuss some issues with your recent work performance. The XYZ report compiled by you contains several careless errors. Your minor negligence may lead to significant damage to the company.

You are urged to improve your focus at work. Always double-check your work and proofread to eliminate possible errors. If you need any support or guidance, please don't hesitate to contact me.

Please consider this an official warning. Future instances of carelessness will be addressed with an appropriate disciplinary action.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]