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

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

Dear [Employee's Name],

This is to bring to your attention a concern that our clients have raised regarding multiple errors found in our customer invoices generated by you. Upon investigation, we discovered numerous discrepancies in the invoices issued over the past two weeks.

As a result, we are issuing an official warning regarding your carelessness. Future negligence will not be tolerated. You are, therefore, strictly advised to practice more caution in future. You must review and countercheck all invoices before issuing them to the clients.

If you require any technical assistance, please don't hesitate to contact our technical team. We expect error-free invoices and receipt records in future.

I look forward to your prompt attention to this matter.

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