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

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

Dear [Employee's Name],

This letter serves as an official warning regarding your careless execution of the XYZ project. You have failed to complete the project within our scheduled timeframe. This has led to client dissatisfaction and has significantly damaged our reputation.

As a consequence of your negligence, the project leadership is being transferred from you to a more competent Project Manager. Additionally, your performance will be reviewed over the next six months. Further carelessness will result in stricter disciplinary action, which may include your demotion or termination.

We expect you to take this warning seriously and bring immediate improvement to your focus and efficiency at work.

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