

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Department]

[Employee's Address]

Dear [Employee's Name],

Subject: Warning Letter for Repeated Mistakes

This letter serves as a formal warning regarding the repeated mistakes in your job performance. Despite previous discussions and reminders about [specific issues, e.g., missed deadlines, errors in reports, etc.], we have observed that these issues have not been adequately addressed.

On [specific dates], the following incidents were noted:

1. [Describe the specific mistake or incident]
2. [Describe the specific mistake or incident]
3. [Describe the specific mistake or incident]

These repeated errors not only affect your work but also impact the team's overall performance and our company's reputation.

Your position requires a high level of accuracy and attention to detail, which is essential for our operations. We expect you to take immediate corrective action to improve your performance.

Please consider this as an opportunity to reflect on your work and make the necessary changes. We will schedule a meeting on [provide date and time] to discuss how you can improve in this area and to offer support moving forward.

Failure to improve may lead to further disciplinary action, up to and including termination of employment.

We appreciate your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Contact Information]