Date: \_\_\_\_\_\_\_\_\_\_

To:

Name of the employee:  
Designation in the company  
Department name:

**Subject: Warning on causing financial loss**

**Dear Mr. ABC,**

Please find this letter as a formal warning letter for you because of causing a financial loss to the company.

It has been brought to my notice that you have not been working with diligence and attention. I ignored several complaints against you but, I am compelled to write this warning letter to you because of the financial loss the company has faced because of you

It is your responsibility to ensure that the products are well packed when they are transmitted from source to destination. Many customers have returned the products because they were broken when they received them. The company has to send them another product which has led to the loss of 1000$ in one month.

This kind of negligence at your end is never expected. You will bear serious consequences if you do not act according to how you are advised. I hope that you will improve your behavior.

[Your Name]  
[Position]  
[Company Name]