

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Address]

Dear [Employee's Name],

Subject: Disciplinary Warning Regarding Napping at Work

I am writing to formally address a matter of concern regarding your recent behavior at work. It has been observed that you have been taking naps during work hours, which is not in compliance with our company policies on productivity and professional conduct.

This behavior was observed on [specific dates or times], and it has raised concerns about your overall performance and commitment to your responsibilities. Napping at work not only affects your productivity but also impacts your colleagues and the work environment.

As per our company policy, all employees are expected to remain attentive and engaged during work hours. We believe that maintaining a professional atmosphere is essential for the success of our team and organization.

This letter serves as a formal warning. We expect you to correct this behavior immediately and refrain from napping during work hours in the future. Failure to comply with this directive may lead to further disciplinary action, which could include termination of employment.

We encourage you to reach out if you are experiencing any issues that might be impacting your productivity. Please feel free to discuss this matter with your supervisor or HR.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Contact Information]