

\*\*[Your Company Letterhead]\*\*

[Date]

\*\*[Employee's Name]\*\*

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

**\*\*Subject: Warning Letter for Sleeping During Work Hours\*\***

This letter serves as a formal warning regarding your recent conduct at work, specifically related to sleeping during your assigned working hours.

It has been observed on [specific dates/times] that you were found sleeping in the office, which is against company policy and adversely affects your performance and productivity.

As per our Employee Handbook, section [X], employees are expected to remain alert and engaged during work hours. This behavior disrupts not only your workflow but also that of your colleagues.

We take this matter seriously and advise you to address any underlying issues that may be affecting your ability to stay awake and focused during working hours.

Please consider this letter a formal warning, and be advised that further instances of similar behavior may result in additional disciplinary action, up to and including termination of employment.

We encourage you to reach out to your supervisor or HR if you need assistance or need to discuss this matter further.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]