

****Employee Notice for Excessive Napping****

[Date]

[Employee's Name]

[Employee's Job Title]

[Department]

Dear [Employee's Name],

Subject: Notice of Concern Regarding Excessive Napping

We have observed a pattern of behavior that requires immediate attention. It has come to our notice that you have been taking excessive naps during work hours, which is impacting your productivity and the overall work environment.

We understand the importance of maintaining personal well-being; however, it is crucial to adhere to the company's policies regarding break times and workplace conduct. Your consistent naps have led to a decline in your work performance and have been noted by your supervisor.

We would like to schedule a meeting to discuss this matter further and explore potential support you might need. Please contact [Supervisor's Name] to arrange a convenient time.

We appreciate your attention to this issue and your cooperation in maintaining a productive work environment.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]