

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Address]

Dear [Employee's Name],

Subject: Warning Letter for Dozing Off During Work Hours

This letter serves as a formal warning regarding your recent behavior in the workplace. It has been observed that you have been dozing off during work hours on multiple occasions, specifically on [list specific dates or timeframes].

This behavior is unacceptable as it not only affects your productivity but also disrupts the workflow of the team. We expect all team members to remain alert and engaged during working hours.

Please consider this letter a formal warning. We encourage you to address any issues that may be affecting your ability to stay focused at work.

Continued incidents of dozing off may result in further disciplinary action, up to and including termination of employment.

We appreciate your immediate attention to this matter. Please feel free to discuss any concerns or issues with your supervisor.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]