

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Department]

[Company Name]

[Company Address]

Dear [Employee's Name],

Subject: Formal Warning for Insubordination

I am writing to formally address an issue regarding your performance and conduct at work. It has come to my attention that you have been observed dozing off during your working hours on multiple occasions. This behavior is not only unprofessional but also affects the productivity of our team. As discussed previously in our informal conversations on [insert dates of previous conversations], it is crucial for all employees to remain alert and focused during work hours. Continued instances of inattentiveness may lead to further disciplinary action.

We value your contributions to the team and encourage you to take this warning seriously. Please ensure that you adhere to workplace expectations moving forward.

Should this behavior persist, we may be compelled to take more severe actions, including possible termination of employment.

Please sign and return a copy of this letter to confirm that you have received and understood the contents.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

Acknowledgment of Receipt:

I, [Employee's Name], acknowledge receipt of this formal warning letter.

Signature: _____

Date: _____