

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

Dear [Employee's Name],

Subject: Warning Letter for Sleeping During Work Hours

I am writing to formally address a concerning issue regarding your behavior during work hours. It has come to my attention that you have been observed sleeping at your workstation on [specific dates/times]. We understand that everyone may face challenges at times; however, sleeping during work hours is unprofessional and disrupts the workflow. This letter serves as a warning that serves to remind you of the company policies regarding workplace behavior. Continued occurrences of this nature may result in further disciplinary action, up to and including termination.

We value your contributions to our team and encourage you to discuss any underlying issues that may be affecting your performance with your supervisor.

Please acknowledge receipt of this warning letter by signing the bottom copy and returning it by [date].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Employee's Signature

Date: _____