

[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

We are writing to formally address a matter of concern regarding your behavior in the workplace. It has come to our attention that on [specific date(s)], you were observed sleeping during work hours while on duty.

This behavior is unprofessional and disrupts the work environment.

As you are aware, our company values productivity and professionalism, and we expect all employees to adhere to these standards. Sleeping during work hours can negatively impact your performance and the overall morale of the team.

This letter serves as a formal warning. Continued incidents of this nature may lead to further disciplinary action, which could include suspension or termination of employment.

We encourage you to take this matter seriously and consider the impact of your actions on your role and responsibilities. Please feel free to reach out to your supervisor or HR if you are experiencing any challenges that may be affecting your work performance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]