

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Performance Conduct Warning

This letter serves as a formal warning regarding your performance conduct. It has come to our attention that you have been found sleeping during work hours on multiple occasions, specifically on [list specific dates or examples].

We take this matter seriously as it affects your productivity, the team's morale, and the overall work environment. We expect all employees to maintain a high level of professionalism and commitment to their duties. You are required to address this issue immediately. Please be advised that failure to improve your conduct may result in further disciplinary action, up to and including termination.

We are here to support you. If you are experiencing any issues that may be impacting your performance, please do not hesitate to reach out for assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]