

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Sleep-Related Performance Warning

I hope this message finds you well. We value your contributions to [Company Name] and want to address a matter that has raised concern regarding your performance at work.

It has come to our attention that your recent performance may be impacted by issues related to sleep. Specifically, we have observed the following:

- [Specific instance of performance issue]
- [Another instance, if applicable]

These issues are concerning not only for individual productivity but also for team dynamics and overall workplace safety. We understand that sleep-related challenges can affect work performance, and we are committed to supporting you in addressing these matters.

We encourage you to consider the following options:

- [Provide resources for sleep hygiene, such as counseling services or workshops]
- [Discuss flexible work hours if applicable]

Please know that our goal is to work together towards a resolution that can help you improve your performance. We would like to schedule a meeting to discuss this matter in detail, as well as to explore how we may assist you.

We appreciate your attention to this matter, and we look forward to working with you to find a constructive path forward.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]