

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

Dear [Employee's Name],

Subject: Warning Letter for Sleeping on Duty

We are writing to formally address an incident that occurred on [specific date] during your shift as [Employee's Position]. It has come to our attention that you were found sleeping while on duty, which is a violation of company policy regarding employee conduct.

As stated in our Employee Handbook, all employees are expected to remain alert and attentive during working hours to ensure safety and productivity. Sleeping on duty not only compromises your performance but also affects the overall functioning of our team.

This letter serves as a formal warning. We urge you to reflect on this matter and ensure that it does not happen again in the future. Continued incidents of this nature may result in further disciplinary action, up to and including termination of employment.

We appreciate your attention to this matter and expect an improvement in your performance moving forward. Should you wish to discuss this issue further, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]