

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Address]

Dear [Employee's Name],

Subject: Warning for Sleeping During Work Hours

I am writing to formally address a matter of concern regarding your behavior at work. On [specific date], it was observed that you were sleeping during your scheduled work hours. This behavior is unacceptable and goes against our company policies regarding professionalism and productivity.

As an employee, it is essential to maintain focus and engage fully in your responsibilities. Sleeping during work hours not only affects your performance but also impacts the team's overall productivity.

This letter serves as a formal warning. Continued occurrences of this nature may result in further disciplinary action, up to and including termination. We encourage you to address this matter promptly and seek any necessary support to improve your performance at work.

We value your contributions to the team and believe that you can overcome this issue. Please feel free to reach out to your supervisor or HR if you need assistance or have any concerns.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]