

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

Dear [Employee's Name],

Subject: Warning Letter for Sleeping During Work Hours

It has come to our attention that on [specific date(s)], you were found sleeping while on duty. This behavior is unacceptable and violates company policy regarding workplace conduct.

Sleeping during work hours affects your productivity and can disrupt the overall work environment. We expect all employees to remain alert and engaged while on the job.

This letter serves as a formal warning. Any further incidents of this nature will result in more severe disciplinary action, which may include suspension or termination of employment.

We encourage you to address any issues that might be impacting your ability to perform your duties effectively. Please consider discussing this matter with your supervisor or the HR department if you need assistance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]