

****WARNING NOTICE****

****Date:**** [Insert Date]

****To:**** [Employee Name]

****Position:**** [Employee Position]

****Department:**** [Employee Department]

****Subject:**** Warning Notice for Slumbering on Duty

Dear [Employee Name],

This notice serves as a formal warning regarding your behavior while on duty. It has been reported that you were found slumbering during your assigned shift on [Insert Date]. This behavior is unacceptable and violates our company policy regarding professionalism and workplace conduct.

We expect all employees to remain alert and attentive while on duty to ensure the safety and efficiency of our operations. As per company policy, repeated incidents may lead to further disciplinary actions up to and including termination of employment.

Please acknowledge receipt of this notice and provide an explanation for your actions by [Insert Deadline Date]. We will meet on [Insert Meeting Date] to discuss this matter further.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

****Acknowledgment of Receipt:****

I, [Employee Name], acknowledge receipt of this warning notice and agree to discuss the matter.

Signature: _____

Date: _____