

****Warning Template for Sleeping in the Workplace****

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Department]

[Employee's Address]

Dear [Employee's Name],

Subject: Warning for Sleeping on Duty

This letter serves as a formal warning regarding an incident that occurred on [Date of Incident], where you were found sleeping at your workstation during work hours.

As per our company policies, it is essential for all employees to maintain professional conduct and remain alert while on duty. Sleeping during work hours not only impacts your productivity but can also affect the overall morale of the team.

You are hereby advised that such behavior is unacceptable and may lead to further disciplinary action, including potential termination of employment, if it occurs again.

We encourage you to discuss any issues you may be facing that impact your ability to remain alert during work hours.

Please sign and return the enclosed copy of this letter to acknowledge receipt.

Sincerely,

[Your Name]

[Your Job Title]

[Department]

Enclosure: Copy of Warning Letter