

\*\*[Your Company's Letterhead]\*\*

\*\*[Date]\*\*

\*\*[Employee's Name]\*\*

\*\*[Employee's Position]\*\*

\*\*[Employee's Department]\*\*

Dear [Employee's Name],

Subject: Work Performance Warning

This letter serves as a formal warning regarding your recent work performance. It has come to our attention that you have been observed sleeping while on duty. This behavior is unacceptable and constitutes a violation of our workplace policies.

At [Company Name], we expect all employees to maintain a high level of professionalism and to be fully engaged during working hours. Sleeping at your workstation undermines the productivity of the team and poses risks to the safety and efficiency of our operations.

We encourage you to reflect on this matter and take appropriate measures to ensure that it does not happen again. Please consider discussing any underlying issues that may be affecting your ability to perform your duties effectively.

This warning will be placed in your personnel file. Continued incidents of sleeping on duty may result in further disciplinary action, up to and including termination.

We believe in your potential and hope to see an improvement in your performance.

Sincerely,

\*\*[Your Name]\*\*

\*\*[Your Position]\*\*

\*\*[Company Name]\*\*

\*\*[Contact Information]\*\*