

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: First Written Warning for Sleeping on Duty

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct and performance. It has been reported and confirmed that on [Date of Incident], at approximately [Time], you were found sleeping during your scheduled work hours at [Location/Station].

Sleeping while on duty is a serious violation of company policy and safety regulations. This behavior neglects your job responsibilities, impacts team productivity, and potentially compromises the safety of the workplace.

As a result of this incident, you are expected to adhere to the following improvements immediately:

- Remain fully alert and perform all assigned duties throughout your shift.
- Utilize designated break times and areas if you require rest.
- Comply with all company codes of conduct and attendance policies.

Please be advised that further instances of sleeping on duty or any other disciplinary infractions may lead to more severe disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file. If you have any questions regarding this matter, please contact your supervisor or the Human Resources department.

Sincerely,

[Your Name/Manager Name]

[Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this written warning and understand its contents.

Signature: _____ Date: _____