

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Subject: Second Written Warning - Sleeping During Working Hours

Dear [Employee Name],

This letter serves as a formal second written warning regarding your conduct. On [Date], at approximately [Time], it was observed that you were sleeping during your scheduled working hours in the [Location/Department].

As previously discussed in your first warning issued on [Date of First Warning], sleeping while on duty is a violation of [Company Name] policies and interferes with your productivity and safety responsibilities. This behavior is unacceptable and cannot be tolerated.

You are expected to remain alert and perform your assigned duties throughout your shift. Immediate and sustained improvement is required. Please be advised that further incidents of this nature, or any other violations of company policy, will lead to further disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file. If you are experiencing personal or medical issues affecting your performance, please contact the Human Resources department to discuss any assistance that may be available.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and have had the opportunity to discuss it with my supervisor.

Employee Signature

Date