

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID Number]

**Position:** [Insert Job Title]

**Subject: FINAL WRITTEN WARNING - Sleeping While on Duty**

Dear [Employee Name],

This letter serves as a formal Final Written Warning regarding your conduct on [Date of Incident]. It has been confirmed that at approximately [Time], you were found sleeping while on duty in [Location/Department].

Sleeping during working hours is a serious violation of company policy and a breach of your employment contract. This behavior impacts workplace safety, team productivity, and the professional standards of [Company Name].

Please note that you have previously received the following disciplinary actions regarding your conduct:

- [Type of previous warning, e.g., Verbal Warning] issued on [Date]
- [Type of previous warning, e.g., Written Warning] issued on [Date]

This is your final warning. You are required to maintain full alertness and perform your assigned duties throughout your entire shift. Any further instances of sleeping on duty, or any other violation of company rules, will result in further disciplinary action, up to and including the immediate termination of your employment.

A copy of this letter will be placed in your permanent personnel file. We expect to see immediate and sustained improvement in your conduct.

Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Manager Name]

[Manager Title]

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**Employee Signature**

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**Date**