

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

From: [Manager Name/Department]

Subject: OFFICIAL REPRIMAND - SLEEPING ON THE JOB

Dear [Employee Name],

This letter serves as a formal written reprimand for your conduct on [Date of Incident]. It was observed that you were sleeping during your scheduled working hours at approximately [Time].

Sleeping on duty is a serious violation of [Company Name] policies regarding professional conduct and workplace productivity. This behavior impacts team performance, safety, and the overall operational efficiency of the department.

As a result of this incident, the following expectations are now in place:

- You must remain alert and fully engaged in your assigned duties during all working hours.
- You must adhere to all scheduled break and meal periods as outlined in company policy.
- Immediate improvement in your workplace conduct is required.

Please be advised that further instances of sleeping on the job or any other violations of company policy will lead to additional disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your permanent personnel file.

Sincerely,

[Manager Signature]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received a copy of this reprimand and have had the opportunity to discuss it with my supervisor.

Signature: _____ Date: _____