

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Notice of Disciplinary Action - Sleeping on Duty

Dear [Employee Name],

This letter serves as formal notification of disciplinary action regarding your conduct on [Date of Incident]. It has been reported and confirmed that you were found sleeping during your scheduled work hours at [Time] in [Location/Department].

Sleeping while on duty is a serious violation of company policy and a breach of your professional responsibilities. This behavior impacts workplace safety, productivity, and the overall efficiency of the team.

Disciplinary Action:

Based on this incident [and any previous warnings], the company is issuing a [Written Warning / Suspension / Final Warning].

Expectations:

Moving forward, you are expected to remain alert and fully engaged in your duties for the duration of your shift. Future occurrences of this nature or any further violations of company policy will lead to more severe disciplinary measures, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and that we have discussed the contents.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment:

Employee Signature

Date