

Date: [Insert Date]

To: [Employee Name]

From: [Manager/HR Name]

Subject: Formal Disciplinary Notice: Sleeping While at Work

Dear [Employee Name],

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

Sleeping while on duty is a violation of [Company Name]'s employee handbook and code of conduct. This behavior is considered a serious breach of professional standards as it impacts productivity, safety, and team operations.

Summary of Incident:

[Provide a brief, factual description of where the employee was found and who witnessed the incident].

Action Required:

Effective immediately, you are expected to remain alert and fully engaged in your assigned tasks during your working hours. Please be advised that further instances of sleeping on the job or any other performance issues may lead to additional disciplinary action, up to and including termination of employment.

If there are underlying circumstances contributing to this issue that you would like the company to consider, please contact the Human Resources department to discuss them privately.

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

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____