

**Date:** [Insert Date]

**To:** [Employee Name]

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

**Position:** [Insert Job Title]

**Subject: FIRST WRITTEN WARNING - SLEEPING DURING SHIFT**

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct during your scheduled shift on [Date of Incident].

**Incident Description:**

On the date mentioned above, at approximately [Time], it was observed by [Name of Supervisor/Witness] that you were sleeping while on duty at [Location/Station].

**Policy Violation:**

Sleeping during working hours is a serious violation of company policy as outlined in the [Employee Handbook/Company Policy Name]. This behavior is unacceptable as it impacts productivity, safety, and the professional standards of our team.

**Expectations:**

You are expected to remain awake, alert, and fully engaged in your assigned duties for the duration of your shift. Future occurrences of this nature will not be tolerated and may result in further disciplinary action, up to and including termination of employment.

**Action Required:**

Please acknowledge receipt of this warning by signing below. If you have any questions regarding this matter, please contact the Human Resources department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Employee Acknowledgment:**

I acknowledge that I have received this warning letter and understand the consequences of further violations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_