

[Company Name]  
[Department]  
[Date]

To: [Employee Name]  
Employee ID: [ID Number]  
Position: [Job Title]

**Subject: Formal Warning - Breach of Company Policy (Sleeping on Duty)**

Dear [Employee Name],

This letter serves as a formal notification regarding a breach of company policy. It has been reported and confirmed that on [Date], at approximately [Time], you were observed sleeping while on duty at [Location/Station].

Sleeping during working hours is a serious violation of the [Company Name] Code of Conduct and Safety Policies. Such behavior poses a risk to operational productivity, team morale, and, depending on your role, the safety of yourself and others.

As a result of this incident, the following action is being taken:

- This letter will be placed in your permanent personnel file.
- You are required to adhere strictly to all work schedules and performance standards moving forward.
- [Optional: Mention any suspension or loss of privileges here].

Please be advised that any further instances of sleeping on duty or other policy violations will lead to more severe disciplinary action, up to and including termination of employment.

If you are experiencing personal or medical issues that are affecting your ability to stay alert during your shift, we encourage you to discuss this with the Human Resources department immediately.

Please sign below to acknowledge that you have received this letter and understand the consequences of future misconduct.

Sincerely,

[Manager Name]  
[Manager Title]

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**Employee Acknowledgment:**

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