

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Notice of Suspension - Repeated Sleeping on Duty

Dear [Employee Name],

This letter serves as formal notification that you are being suspended from your duties at [Company Name] for a period of [Number] working days, effective from [Start Date] to [End Date]. You are expected to return to work on [Return Date].

This disciplinary action is being taken due to repeated instances of sleeping during your scheduled work hours. Specifically, incidents were recorded on the following dates:

- [Date of 1st Incident]
- [Date of 2nd Incident]
- [Date of Most Recent Incident]

As previously discussed during our meeting(s) on [Date of Previous Warning], sleeping on duty is a serious violation of company policy and safety protocols. Despite prior verbal and written warnings, there has been no sustained improvement in your conduct.

Please note that this suspension is unpaid. During this period, you are not permitted to enter company premises or access company systems without prior authorization.

Upon your return, we expect an immediate and permanent improvement in your performance and professional conduct. Please be advised that any further occurrences of this nature will result in further disciplinary action, up to and including termination of your employment.

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Manager Name]

[Title]

[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____