

Date: [Date]

To: [Employee Name]

Position: [Job Title]

From: [Manager Name]

Subject: Performance Improvement Plan (PIP) - Formal Notification

Dear [Employee Name],

This letter serves as formal notification that you are being placed on a Performance Improvement Plan (PIP) effective immediately. This action is a result of a serious conduct violation regarding sleeping while on duty on [Date of Incident].

Sleeping during work hours is a violation of company policy and poses risks to [safety/productivity/customer service]. As a result, the following expectations must be met during this improvement period:

- **Full Alertness:** You are required to remain awake, alert, and fully engaged in your assigned duties throughout your entire shift.
- **Policy Compliance:** You must adhere to all company policies regarding break times and rest periods. Sleeping is only permitted off-clock and in designated non-work areas.
- **Immediate Reporting:** If you feel unfit for duty or are experiencing medical issues impacting your alertness, you must notify your supervisor immediately.

Timeline: This PIP will be in effect for [Number] days, ending on [End Date]. We will meet on a [Weekly/Bi-weekly] basis to review your conduct and performance.

Consequences: Failure to demonstrate immediate and sustained improvement, or any further instances of sleeping on duty, will result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this document and understand the expectations outlined above.

Employee Signature

Date

Manager Signature