[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Subject: [Subject line]

To

[The Recipient]

Dear Harry,

I am regretted to say that I have been noticing your activities during your work hours and it dawned upon me that you have been dozing off during duty. This is a very alarming situation as your job is to secure the place by staying up all night watching over the company.

By neglecting to do so, you are putting the company in a vulnerable position which anyone can take advantage of. Thus, I am warning you to be more diligent and efficient towards the duty you are hired and being paid for. Failing to provide the necessary provisions in the future from your end can lead to disciplinary measures.

I hope such an unfortunate incident will not occur again.

Sincerely,

XYZ,

Security Incharge,   
ABC Solutions