[Company Name]  
[Address]

To

[The Recipient]

The purpose of writing this letter to you is to give you a final chance in the form of a written warning after many verbal warnings being ignored. A security guard is hired for the purpose of securing the place in a way that the rest of the crew may feel safe in his presence.

You have been reported having caught asleep during your working hours. This news wasn’t less than a shock for us. The authorities, the management, the bosses, and all the crew rely on your abilities and work freely without any kind of fear. That is their trust in you that you will secure them against any mishap if they ever have to face one.

Many of the staff members also caught you asleep on their off timings and they expressed their insecurities for what they are absolutely on right. You were told many times by the HR and other managing crew not to show this kind of negligence since it cannot be overlooked in the long run.

We’re a multinational company {Mention Name} and have many foes out there. This was the very reason for hiring a security guard and there is no point in keeping you if we feel insecure in your presence. Therefore, this is the last warning letter and if you ever found asleep, you will be dismissed instantly.

You’re asked to present before the disciplinary committee and assure them that nothing of this kind will ever be repeated if you wish to stay.

Sincerely,

[Your Name]  
[Designation]