Date:

To  
(Name of the boss)  
(Designation)  
(Department)

Dear (Mr. Mrs. Ms. Last Name),

I sincerely apologize for the unprofessional behavior I displayed at work on (Date) when I fell asleep. I do not like to make excuses, but to be honest, I have not been feeling well and was not able to sleep properly the previous night. This is why I unintentionally fell asleep when it was working hours.

If there has been any inconvenience caused due to my behavior, I would like to apologize. I am embarrassed and regret it.

You can take any action against my behavior as I deserve it.

I would like to again apologize and assure you that this will never happen again.

Yours sincerely,

(Your Name)

(Signature)