

Disciplinary Action Warning

Date: [Insert Date]

Student Name: [Insert Student Name]

Student ID: [Insert Student ID]

Dear [Insert Student Name],

This letter serves as a formal warning regarding your recent behavior that is inconsistent with our school's code of conduct.

On [Insert Date of Incident], it was brought to our attention that you [Describe the Incident/Behavior]. This behavior is unacceptable and violates [specify the rule or policy].

As a result, you are being issued this warning. Continued infractions can lead to further disciplinary action, including [list potential actions, such as suspension or expulsion].

We encourage you to reflect on your actions and consider the implications they have on your education and fellow students.

Please sign and return a copy of this letter acknowledging receipt of this warning by [Insert Due Date].

Sincerely,

[Insert Administrator's Name]

[Insert Title]

[Insert School Name]

[Insert Contact Information]

Student Signature: _____

Date: _____