

# Student Disciplinary Action Notification

Date: [Insert Date]

To: [Student's Name]

Address: [Student's Address]

Dear [Student's Name],

This letter serves as a formal notification regarding the disciplinary action taken against you in relation to an incident that occurred on [Insert Date of Incident]. After a thorough investigation, it has been determined that your actions were in violation of [Insert Specific Policy or Code of Conduct].

The specific disciplinary action taken is as follows:

- Type of Disciplinary Action: [e.g., Suspension, Probation, Warning]
- Duration of Action: [Insert Duration]
- Effective Date: [Insert Date]

We understand that this is a serious matter. If you wish to discuss this decision, please contact [Insert Contact Person or Office] at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[School/Institution Name]

[Contact Information]