

# Behavioral Improvement Requirement

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Requirement for Behavioral Improvement

Dear [Recipient's Name],

I am writing to address some concerns regarding your recent behavior in [specific context, e.g., classroom, workplace]. It has come to our attention that [describe specific behavior, e.g., "there have been instances of disrespect towards peers and staff"].

To ensure a positive environment, we require you to take the following steps toward improvement:

- Engage in self-reflection to understand the impact of your actions.
- Attend [number] counseling sessions with [name/position of counselor].
- Participate in [name any workshops or training related to behavior].

Progress will be reviewed on [specify date] to assess improvements and necessary next steps.

We believe that you can make the necessary changes and look forward to seeing your progress.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]