

Expulsion Notification

Date: [Insert Date]

To: [Student's Name]

[Student's Address]

Dear [Student's Name],

We are writing to inform you of the decision regarding your enrollment at [School/Institution's Name]. After careful consideration and review of the incidents that have occurred, we regret to inform you that you are being expelled from [School/Institution's Name] effective immediately.

This decision was made due to [briefly outline reasons for expulsion, e.g., violations of school policy, behavior issues, etc.]. This action is taken in accordance with the school's disciplinary policy as outlined in the student handbook.

You have the right to appeal this decision. If you wish to do so, please submit your written appeal to [Appeal Contact Person] at [Contact Information] within [specified time frame].

We understand that this news may be distressing, and we encourage you to reach out if you have any questions regarding the process.

Sincerely,

[Principal's Name]

[Title]

[School/Institution's Name]

[Contact Information]