

Disciplinary Action Letter for Serious Offense

Subject: Disciplinary Action Notification

Dear [Student Name],

This letter informs you that due to your involvement in [serious offense], the school has decided to impose disciplinary action effective immediately. The action includes [detention/suspension/other measures].

A meeting with your parents/guardians and school authorities is scheduled on [date] to discuss your behavior and future conduct expectations. Compliance with the outlined measures is mandatory.

Sincerely,

[Principal Name]

[School Name]

[Contact Information]

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