

Formal Reprimand Letter

Subject: Reprimand for Classroom Misconduct

Dear [Teacher's Name],

It has come to our attention that on [Date], your conduct in [Class/Subject] was not aligned with the professional standards expected at [School Name]. Specifically, [describe the incident briefly and objectively].

This letter serves as an official reprimand. You are expected to take corrective action immediately to ensure that such incidents do not occur in the future. Failure to comply may result in further disciplinary action.

We trust that you understand the seriousness of this matter and will take the necessary steps to improve your professional conduct.

Sincerely,

[Principal/Head of School]

[School Name]

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