

Serious Official Reprimand

Subject: Official Reprimand Regarding Student Complaints

Dear [Teacher's Name],

We have received multiple complaints from students regarding [specific behavior, e.g., inappropriate language, unfair grading] during the period of [Date Range].

As a professional educator, it is imperative that you maintain a respectful and supportive environment. This letter is a formal reprimand. Any further issues may lead to more severe disciplinary action.

Please provide a written plan detailing how you will address these concerns.

Sincerely,

[Principal/Head of School]

[School Name]

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