

Official Warning Letter

Subject: Warning for Professional Misconduct

Dear [Teacher Name],

This letter serves as an official warning regarding recent incidents of professional misconduct observed in your teaching conduct. Specific instances include [describe incidents briefly].

We expect immediate improvement in adherence to school policies and professional behavior.

Continued violations may result in further disciplinary action, up to and including termination.

Please consider this letter as a formal reminder to uphold the standards of [School Name].

Sincerely,

[Principal Name]

[School Name]

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