

Disciplinary Action Notification

Subject: Disciplinary Action Notification

Dear [Teacher Name],

Following the recent review of your conduct and performance, the school has decided to issue a formal disciplinary action. This includes [warning, suspension, or other specific action]. The reasons include [briefly explain reasons].

You are required to acknowledge receipt of this letter and comply with all corrective measures outlined by the school.

Sincerely,

[Principal Name]

[School Name]

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