Mr. Meezo,  
Principal,  
ABC school, West wood.

Miss Jennet  
English teacher  
ABC school, West wood.

Dated: 17th November, 20XX

Respected Miss Jennet,

This is to inform you that you have been caught once again talking on a mobile phone during your class. It has not been late since we had earlier warned you of not using the mobile phone during class hours.

Two weeks back when a delegate of teachers was present at our school for monitoring our way of teaching. We were taking them to different classrooms for observation and when we came to your class, we found you talking over the phone. It was certainly a moment of embarrassment for us. Your behavior depicted a negative image of our school which was not good at all.

The following week again, when you had called upon a parent of a student of yours, you were caught talking on the phone which is not allowed in the school during the class as a result of which the parent complained regarding your behavior. I had previously warned you verbally of your talking over the phone nature, but it seems that if you had ignored what I had said. It is due to which I was forced to write you a warning letter to stop attending phone calls during class hours.

Jennet, you have been serving our school for the past two years and it would not be wrong to say that you had given excellent results through your performance but this behavior of yours is certainly upsetting me and all others related to you. You are a good teacher, but you need to stop talking over the phone during class.

Through this letter, I intend to warn you of your actions otherwise you will be dealt with strictly. I hope to see a positive change in you.

Yours Sincerely,

Mr. Meezo  
Principal,  
ABC school