[School Name]  
[Address]  
[Contact/Text]

To

[The Recipient Name]

Re. A Note of Warning for Misdemeanor with the Students

Dear David Vapor,

This letter has been written to you with reference to the complaint which was filed against you on 23rd January 20XX. The complaint says that your behavior with the students is very complex and rough. Your communication has been recorded as very unprofessional and inappropriate for a class ambiance. The class students claim that your code of conduct is unfair to them because they complained to the administration about your excessive absenteeism and unprofessional way of teaching which can be labeled as ineffective teaching.

Dear Vapor, if a student(s) complains about something which is rightfully genuine then behaving in a different way to the student(s) who complained is very immature and unprofessional. You should be mature and professional enough to take the criticism and bring positive change responding to that criticism. You are advised to take the note as a warning which will be followed by disciplinary actions that can be amply grave in their nature.

For more, you can contact the administration via email at [email] or dial +[X]. You can meet me in person to discuss if you need to talk. Thank you.

Regards

David Vapor  
The Coordinator  
ID Square, G-9 Sector 5, California, USA