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

To

[The Recipient Name]

Re. Warning Letter for poor Code of Conduct with the Students

Dear Markel,

It has been noticed that your code of conduct does not meet the standard requirements with the students. Your misdemeanor has been notified and reported to the administration three times in the last week which means the genuineness. Parents of a few students have also visited the school in this regard. Too many complaints against the demeanor of our teaching staff are very embarrassing for us and need immediate accuracy in the code of conduct. You have been given all the facilities you require, considering that you have been given the last chance to mend your conduct.

You are suggested to meet Mr. Rolando from the Science Block who is Head of Students Affair in the school. He will discuss with you the matter and guide you through it. You are advised to consider this letter as a warning note.

You can contact the coordinator at +[X] or the Directorate of Staff and Area (DSA) at +[X]. Thank you.

Regards

Regale Stephen Lockhart  
The Assistant Coordinator  
Simon Dura Academic Center of Excellence (SDACE)  
Campus-W/4, T-Square, Third Avenue, Edward Road, California, USA