To

[The Recipient Name]  
[Department Name]

I am writing this letter to you as a warning after your misconduct in class. You are working here with us for the last ten years and I am noticing your changing attitude for some time. I had warned you verbally, but you did not take my warning seriously. Now the matter has reached to a serious level and there are more complaints about your inadequate behavior.

As far as I know, you are a teacher of strict manners and belong to a noble family. Your teaching methods had inspired us a lot and that’s why I promoted you to the head of senior wings. I had a lot of expectations from you that you will contribute a lot to the school’s progress, but you disappoint me with your unprofessional behavior.

Moreover, I came to know that you do not behave well with the students and use abusive language in class. Yesterday, a mother along with her son came to my office and registered a complaint against you.

We cannot afford this kind of attitude in our school and expect teachers to behave well with the students rather than create a rough environment for them.

It is to inform you that not a single event of unprofessional behavior will be tolerated anymore. If next time such kind of complaint comes, we will not have any other option than to terminate you.

I hope that you will pay full attention to this letter and keep this warning in your mind as well.

[Your Name]  
[Designation]  
[School Name]