This is the third consecutive time that I am writing to you to arrange a meeting with us, but you have never appeared. Now, on the strict orders of the head teacher, it should be considered the final warning letter.

Your daughter named [NAME] has been coming to school untidy for quite a while. We gave her verbal warnings many times, but nothing changed in return. Obviously, she is too young to take care of her uniform or tidiness. As her mother, it is solely your duty to send your daughter to school in an acceptable and appropriate condition.

She comes to school in a completely pathetic state. You know that our institute is a well-esteemed one, and we cannot afford to have such untidy students here as we have visitors and observations from higher authorities almost every other day.

Please remember that if you don’t visit the school tomorrow at 10 a.m., you should not send her to school the next day. We have the right to remove her name from the school record by putting her on the uniform defaulters’ list.

Thank you!

#2

This letter is a written warning about your untidy uniform, for which you have already received many verbal warnings. It is impossible for a company to be patient with an untidy employee like you. You are an independent, and you cannot give us illogical excuses for being so irresponsible.

Professionalism doesn’t only include hard work but much more than that, and being up-to-date and organized at the workplace is one of its fundamental elements.

This is the final warning to mend your ways; otherwise, the company won’t be lenient towards you for your hard work. Your appearance will be under observation from now onwards, and as per the warning, you will be dismissed if you act otherwise.

Thank you!