[School Name]  
[Address]

To

[Recipient Name]  
[Class/section/semester]

Re. Warning Note with Reference to the Case of Misdemeanor and Irregularity  
  
Mr. Ferdinand,

This letter serves as a warning letter from the administrative authorities of Capsule of Excellence School, California, USA. It was reported to the administration branch that you have been involved in unhealthy activities like behaving like hooligans in the class and disrupting the classroom ambiance of conducive and effective teaching and learning. I inquired about the matter to the other teachers and they were of the same opinion about you.

This letter has been sent to you as a disciplinary warning as your demeanor does not accord with the code of conduct policy of Capsule of Excellence School 550, I have attached a copy of this for your convenience. You are given one week to mend your ways and behave according to the set patterns in the policy of the schools followed by writing an apology note to Mr. Ronald Capri, your Physical Sciences teacher.

Moreover, you are advised to take this warning letter’s gravity which will be followed by disciplinary action against you if such demeanor of you does not appear to be observing rules and regulations. Additionally, I am also directed to inform you about the attendance criteria of the school according to which a student needs at least 85% attendance to take the final exam or pass out. You are advised to be regular otherwise you will be shortlisted as an irregular candidate who will not be able to take the exam or pass out.

Please find the important paperwork enclosed and write to me at [email]. Thank you.

Regards

Jessica Elia  
The capsule of Excellence School,  
Y-11, City Skies, Zero Turner Road, California, USA