

Warning Letter for School/College Discipline Violation

Malcolm X College

Kelly Dames

1900 W Jackson Blvd, Chicago.

19th November, 2016.

Ms. Estella jones

Block 12 D, Diamond Avenue, Chicago

Dear (Recipients name),

As per college rules last weekend you violated the discipline. It was strictly noticed by the staff and then being told to the Principal. Principal wanted to take strict action against you. A student has a lot of responsibilities in his study career and he must abide by them. He is always required by teachers as well as parents to set a best example for others. When it comes in educational career, one has many obligations to act on as per rules by his school or college. As we need education to bring a better person out of us. If we do not follow rules and regulation it is all in vain. Your parents always love to hear the best from your teachers. But as it was your first violation of bunking your lectures last day even you were present in college so it is a warning to be careful in future.

I would strongly appreciate your apology and I hope this would not be repeated again.

Sincerely,

Kelly Dames