
Warning Letter for Teacher Misconduct

[School Name]

[School Address]

[City, State, ZIP Code]

[Date]

[Teacher's Name]

[Teacher's Subject/Grade]

[School Department]

Dear [Teacher's Name],

We are writing to formally address an incident of misconduct that occurred on [specific date] during your interaction with students. It has come to our attention that your behavior, specifically [describe the misconduct], was not in accordance with the professional standards expected of educators at [School Name].

We hold our teachers to the highest ethical and professional standards, as your conduct directly impacts the learning environment and the well-being of students. This behavior is unacceptable and violates the [specific policy or code of conduct].

To address this issue, the following actions must be taken immediately:

1. Refrain from any further inappropriate behavior towards students or staff.

2. Participate in a professional development session on classroom management and teacher conduct.
3. Provide a written reflection on the incident and outline steps to prevent such behavior from occurring again.

We must stress the importance of complying with these actions, as further violations may result in disciplinary actions, including suspension or termination of employment.

Should you have any questions or wish to discuss this matter further, please contact me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[School Name]