

[School/Institution Letterhead]

Date: [Insert Date Here]

Student Name: [Student Full Name]

Student ID: [Student ID]

Address: [Student's Address]

Notice of Expulsion for Serious Conduct Breach

Dear [Student Full Name] and [Parent/Guardian Name],

This letter serves as formal notification that, after thorough investigation and due deliberation, you are hereby expelled from [School/Institution Name] effective immediately as of [Effective Date]. This action is taken in response to a serious breach of the institution's code of conduct, specifically:

[Briefly describe the misconduct or incident, e.g., "possession of prohibited substances on campus on [date of incident]."]

Despite prior warnings/interventions (if applicable), the gravity of this violation necessitates expulsion, as outlined in our Code of Conduct (Section [xxx]) and the Student Handbook. As a result, you are withdrawn from all current and future academic activities at [School/Institution Name].

You are requested to return any school property in your possession and make arrangements to collect your personal belongings from campus by [collection date]. If you require copies of academic records or wish to appeal this decision, please refer to the appeals process outlined in our policies or contact the administration office.

We encourage you to seek support and guidance through this transition. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Principal/Head of Institution]

[Title]

[School/Institution Name]

[Contact Information]