To

[The Recipient Name]

**Re. Commencement of Disciplinary Actions against Mr. Mole for Unethical Involvement in the Politics and Operating Condemnable Activities**

I am Sylvia Goldsmith, the Admin of the Administration Wing TDs. I am penning to inform you about the recent decree on the conclusion of the settlement of the disciplinary measures to be considered to treat your reported unethical involvement in politics and for operating condemnable activities.

The decree has been directed by the board of governors who have decided to take the plea of clause [X] of Student Policy 2019 and School Administration of Student Affairs and Code of Student Conduct VI (updated edition 2020).

Referring to 13th December 20XX, it was notified to you that your involvement with the unethical politics within the school premises is not permissible, hence cannot be tolerated or accepted. According to the Student Policy 2019 and School Administration of Student Affairs and Code of Student Conduct VI, no student from freshman year, junior, or senior year can operate the politics within the school premises.

Any student who would be found guilty of involvement in politics would be suspended for a certain period (depending on the decision of the BoD or Dean of the School) or expelled permanently after two drafted pieces of warning.

On 1st January, you have been reported to be guilty of the abusive use of information communication in the school. It was told that you sent some abusive cum threatening emails to the Head of the Department of Modern Languages for giving low remarks to you in your assignment on Modern American Literature (course code 203).

Dear [X], this behavior comes under the offense of Cognizable and Apprising Commitment of Cyber Abuse along with non-reconcilement with the school policies and regulatory acts. The school authorities always apprise for a conducive environment of learning and a professional set of rules to teach the students attributes for a fine future.

Therefore, it is regretfully informed that you have been suspended from the school for a time period of one year. For one year you are not permitted to continue your studies in your respective field neither in this school nor in any other institute. Your suspension stands for one year and thus you are not capable or qualified for the final grades and sessional assessment score.

For more please write to [X] or call us at +[X].

Regards

Sylvia Goldsmith  
The Admin  
Administration Wing TDs  
Institute of Management and Sciences  
Jester Hill Station Road, N-Sector  
San Diego, CA, USA