Date:

Dear Football player Mr. Johnson:

Sydney football discipline committee has decided to take the following disciplinary actions against you:

1. You are being suspended from your team for a week (7 days)
2. A penalty of 500£ has been charged on you for the misconduct.

After thorough investigation and receiving several pieces of evidence against you, you have been charged following offenses:

1. The offense from your side occurred on 15th April 20XX was seen in the field when you treated your opponents with disrespect. You were supposed to exercise self-control as this is the main feature of sportsmanship.
2. Another player from your team has complained that you use improper language while you are in the field. Your coach also saw you using improper gestures.

You are expected to return to the field after one week on 15th May 20XX.

It is important to note that the misconduct by a player ruins the reputation of the team and the entire sports academy. Therefore, no such misconduct will ever be tolerated.

You have been sent many verbal warnings prior to this letter. However, you do not seem to correct yourself.

If the Sidney Football discipline committee sees you involved in any kind of deliberate misconduct, the committee has a right to suspend you from the team permanently. Additionally, a ban of two years will also be imposed.

Be informed that you have a complete right to appeal against this decision within one week.

Regards,

Name of the sender

Signatures