

Date: [Insert Date]

To: [Student's Name]

From: [Instructor/Department Head's Name]

Subject: Notification of Academic Ethics Violation

Dear [Student's Name],

I am writing to inform you about a serious matter concerning your recent submission for [Course Name/Assignment Title]. After a thorough review, it has come to our attention that your work may have violated our institution's academic ethics policies.

The specific concerns include [describe the nature of the violation, e.g., plagiarism, cheating, etc.]. This behavior is inconsistent with the academic integrity standards that we uphold.

You are requested to meet with me on [insert date and time] to discuss this matter further. Please bring any relevant materials that you believe may aid in clarifying the situation.

We take these issues seriously, and it is important that we address them promptly to ensure fairness and integrity in our academic environment. If you have any questions prior to our meeting, feel free to reach out to me.

Sincerely,

[Instructor/Department Head's Name]

[Title]

[Contact Information]