

Academic Probation Warning

Date: [Insert Date]

To: [Student's Name]
[Student's Address]
[City, State, Zip Code]

Dear [Student's Name],

We hope this letter finds you well. We are writing to inform you that due to your academic performance during the [Specify Term/Year], you have been placed on academic probation. This decision was made in accordance with our school's academic policies.

Your current GPA is [Insert GPA], which falls below the required threshold of [Insert Required GPA]. It is essential that you take this matter seriously and make the necessary improvements in your academic work.

As part of the probation, we encourage you to meet with your academic advisor to discuss strategies for improving your grades, and to consider tutoring or additional support services that are available at our school.

Please be advised that if your academic performance does not improve by the end of the [Specify Term/Year], further action may be taken, which could include dismissal from the school.

We believe that with effort and dedication, you can successfully overcome this challenge. We are here to support you during this time.

Sincerely,

[Your Name]
[Your Title]
[School Name]
[School Address]
[City, State, Zip Code]