

Performance Improvement Notice

Date: [Insert Date]

Student Name: [Insert Student Name]

Grade/Class: [Insert Grade/Class]

Teacher's Name: [Insert Teacher's Name]

School Name: [Insert School Name]

Dear [Student's Name],

This notice is to formally communicate our concern regarding your academic performance in the following subjects:

- [Subject 1]
- [Subject 2]
- [Subject 3]

We have observed that your grades for these subjects have fallen below the acceptable standards. As of [Insert Date], your current grades are as follows:

- [Subject 1]: [Insert Grade]
- [Subject 2]: [Insert Grade]
- [Subject 3]: [Insert Grade]

To assist you in improving your performance, we recommend the following steps:

1. Attend weekly tutoring sessions.
2. Complete all assignments and seek help when needed.
3. Meet with your teacher to discuss your progress.

We believe that with effort and support, you can improve your academic standing. Please take this notice seriously and work towards making the necessary improvements.

We are here to support you in this journey.

Sincerely,

[Insert Principal's Name]

[Insert School Name]