

# Notice of Lack of Engagement in Class

Date: [Insert Date]

To: [Student's Name]

From: [Teacher's Name]

Subject: Notice of Lack of Engagement

Dear [Student's Name],

I hope this message finds you well. I am writing to bring to your attention a concern regarding your level of engagement in class. Over the past weeks, I have observed that you have not been actively participating in discussions, completing assignments, or seeking help when needed.

Active engagement is vital for your learning and development, and I encourage you to take steps to improve your participation. I am here to support you, and I would like to meet with you to discuss any challenges you may be facing and explore ways to enhance your engagement.

Please feel free to reach out to me to schedule a meeting at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Teacher's Name]

[Teacher's Contact Information]