

Probation Advising Letter

Date: [Insert Date]

To: [Student's Name]

[Student's Address]

Dear [Student's Name],

We hope this message finds you well. This letter serves to notify you of a change in your program status due to academic performance during your last enrollment period. As you are aware, maintaining satisfactory academic progress is essential for success in your program.

After a review of your academic records, we regret to inform you that you have been placed on academic probation. This status indicates that, while we recognize the potential you possess, your current academic performance needs improvement in order to meet the program's standards.

We strongly encourage you to take this opportunity to reassess your study habits, seek additional academic support, and utilize available resources such as tutoring or academic advising. To return to good standing, you must achieve a minimum GPA of [Insert GPA Requirement] by the end of the [Insert Semester/Year].

We recommend scheduling a meeting with your academic advisor to discuss a plan of action to support your success. Please contact [Advising Office Contact Information] to arrange an appointment at your earliest convenience.

Your success is our priority, and we believe that with the right support and commitments, you can overcome these challenges.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[Institution Name]

[Contact Information]