

Academic Probation Notice

Date: [Insert Date]

Student Name: [Insert Student Name]

Student ID: [Insert Student ID]

Dear [Student Name],

We are writing to inform you that due to your academic performance, you have been placed on academic probation for the [Insert Semester/Year]. This decision was made based on your [Insert Specific Reasons, e.g., GPA falling below the required threshold].

We encourage you to take this time to develop a plan for improving your academic standing. It is important that you meet with your academic advisor to discuss your options and strategies for success.

Please be aware that you must achieve a minimum GPA of [Insert Required GPA] by the end of the [Insert Next Semester/Year] to avoid further academic consequences, including potential suspension.

If you have any questions or would like to discuss your situation further, please do not hesitate to reach out to the academic advising office.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]