

# Academic Integrity Violation Warning

Date: [Insert Date]

To: [Student's Name]

From: [Instructor's Name]

Subject: Warning of Academic Integrity Violation

Dear [Student's Name],

I am writing to formally inform you of a violation of the academic integrity policy that has been identified in relation to your recent submission for [Course Name/Assignment Title].

Upon review, it has come to my attention that [describe the nature of the violation, e.g., "the work submitted contains significant plagiarized content," or "there was collaboration that exceeds permissible limits without proper citation."]. This is a serious matter as it undermines the value of your educational pursuits and the credentials of our institution.

As stipulated in the [University/College Name] Academic Integrity Policy, violations may result in consequences, which could include [list potential consequences, e.g., "a failing grade for the assignment," or "a disciplinary hearing"]. Based on the severity of the situation, I am taking the following immediate action: [list actions taken, e.g., "an official report will be filed," or "you are required to meet with me to discuss this matter further"].

I encourage you to reflect on this situation and to review the academic integrity guidelines provided in the student handbook. It is crucial for you to understand the importance of academic honesty and the implications that violations can have on your academic career.

Please arrange a meeting with me by [insert deadline, e.g., "the end of the week"] to discuss this matter further. You may contact me at [Instructor's Email] or visit during office hours.

Thank you for your attention to this important matter. I hope we can resolve this situation in a constructive manner.

Sincerely,

[Instructor's Name]

[Instructor's Title]

[Department Name]

[University/College Name]

[Contact Information]