

Academic Warning Notification

Date: [Insert Date]

Student Name: [Insert Student Name]

Student ID: [Insert Student ID]

Department: [Insert Department]

Dear [Insert Student Name],

We hope this message finds you well. This letter serves as an official notification of your academic standing based on your performance during the [Insert Semester/Term].

As a first-year student, it is crucial to maintain a satisfactory academic record. Unfortunately, our records indicate that your current GPA is below the required standard of [Insert Minimum GPA]. This places you on academic warning status.

We urge you to take this matter seriously and consider seeking assistance through tutoring services, attending workshops, or meeting with your academic advisor. Our goal is to support you in improving your academic performance and ensuring your success at [Insert Institution Name].

Please feel free to reach out to us or visit our office if you have any questions or if you need further assistance.

We believe in your ability to overcome these challenges and expect to see improvement in the upcoming term.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Department]

[Insert Institution Name]

[Insert Contact Information]