

Academic Warning Notification

Date: [Insert Date]

To: [Student's Name]

[Student's Address]

Dear [Student's Name],

This letter serves as an official notification that you are currently on academic warning due to your recent academic performance. As a transfer student, we want to ensure you are aware of your current standing and the necessary steps to improve.

Your current Grade Point Average (GPA) is [Insert GPA], which falls below the minimum requirement of [Insert Minimum Requirement]. It is essential to take immediate action to enhance your academic performance.

To help you regain good standing, we encourage you to:

- Meet with your academic advisor to discuss your situation and options.
- Utilize academic resources available, such as tutoring and study groups.
- Attend workshops focused on time management and effective study techniques.

Please take this matter seriously, as failure to improve your GPA may result in further academic consequences.

If you have any questions or would like to discuss this further, please do not hesitate to contact the academic advising office at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Institution's Name]