

Academic Warning Notification

Date: [Insert Date]

To: [Student's Name]

From: [Advisor's Name]

Subject: Academic Warning for Insufficient Grades

Dear [Student's Name],

We are writing to inform you that your academic performance for the current term has not met the satisfactory standards set forth by [Institution's Name]. Your current GPA is [Insert GPA], which is below the minimum requirement of [Insert Minimum GPA].

This letter serves as an official warning regarding your academic standing. It is essential that you take immediate action to improve your grades. We highly encourage you to reach out to your professors for assistance and to utilize the academic resources available on campus, such as tutoring and study groups.

Please schedule a meeting with your academic advisor by [Insert Deadline] to discuss a plan for your academic recovery. Remember, we are here to support you, and it is important to take this matter seriously.

Thank you for your attention to this important issue. We believe in your ability to succeed and look forward to seeing improvement in your academic performance.

Sincerely,

[Advisor's Name]

[Position]

[Institution's Name]

[Contact Information]