

Warning Letter for Academic Underperformance

Date: [Insert Date]

To,

[Student's Name]
[Student's Address]
[City, State, Zip Code]

Dear [Student's Name],

We are writing to address a matter of serious concern regarding your academic performance during the [insert semester/term]. Our records indicate that your recent grades do not meet the minimum standards set by [insert institution name]. Specifically, you have received grades of [insert grades] in the following courses:

- [Course Name 1]
- [Course Name 2]
- [Course Name 3]

It is important to understand that continued underperformance could result in further academic sanctions, including but not limited to academic probation or dismissal from the program. We strongly encourage you to take immediate action to improve your academic standing. This includes seeking assistance from your professors, utilizing available tutoring resources, and developing a study plan.

Please schedule a meeting with your academic advisor by [insert date] to discuss your situation and explore options for improvement.

We are dedicated to your success and are here to support you in overcoming these challenges.

Sincerely,

[Your Name]
[Your Title]
[Institution Name]
[Contact Information]