

Academic Suspension Notification

Date: [Insert Date]

Dear [Student's Name],

We regret to inform you that after a thorough review of your academic performance during the [Insert Semester/Year], it has been determined that you have not met the academic standards required for continuation at [Insert Institution's Name]. As a result, you are being placed on academic suspension effective [Insert Suspension Date].

Your current GPA is [Insert GPA], which falls below the minimum requirement of [Insert Required GPA]. This decision was not made lightly, and we encourage you to take this opportunity to reflect on your academic strategies and performance.

You have the right to appeal this decision by submitting a formal request to the Academic Appeals Committee by [Insert Appeal Deadline]. Additional information on the appeal process can be found on our website or by contacting the academic advising office.

We understand that this may be a difficult time for you, and we encourage you to seek guidance and support from our counseling services.

We wish you the best in your future academic endeavors.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[Institution's Name]

[Contact Information]