

Academic Suspension Notification

Dear [Student's Name],

We regret to inform you that due to your academic performance during the [specific term/semester], you have been placed on academic suspension. This decision was made in accordance with our institution's academic policies.

We understand that this news may be difficult to receive, and we want to ensure you have access to support resources during this time:

- **Academic Advising:** Schedule an appointment with an academic advisor to discuss your options and strategies for improvement.
- **Counseling Services:** Our counseling team is available to provide support. Contact them at [phone number] or [email].
- **Tutoring Services:** Access tutoring resources through [website or tutoring center location].

Please take the time to reflect on your academic journey and consider these resources as you plan your next steps. If you wish to appeal this decision, you may do so by [appeal process details, if applicable].

We care about your success and hope you will take advantage of these opportunities to improve your academic standing in the future.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]