

Academic Probation Notification

Date: [Insert Date]

To: [Student's Name]

From: [Institution Name/Adviser's Name]

Subject: Academic Probation Explanation

Dear [Student's Name],

We are writing to inform you that you have been placed on academic probation for the [insert semester/year], due to your current GPA of [insert GPA]. This action is taken as a measure to help you improve your academic standing.

Academic probation means that you have achieved below the minimum GPA requirement set by our institution, which is [insert minimum GPA]. We understand that this is a difficult situation, and we are here to support you in your efforts to regain good academic standing.

To assist you, we recommend that you schedule a meeting with your academic advisor to discuss strategies for improving your academic performance. Additionally, take advantage of campus resources such as tutoring services, study groups, and counseling services that can help you succeed.

We encourage you to take this probation period seriously and to focus on your studies, as failure to improve your GPA may result in further academic consequences.

Please feel free to reach out with any questions or concerns you may have.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]