

Academic Probation Notice

Date: [Insert Date]

Student Name: [Insert Student Name]

Student ID: [Insert Student ID]

Program: [Insert Program Name]

Dear [Student Name],

We regret to inform you that your academic performance for the [insert semester/term] has not met the required standards set by [Insert Institution Name]. Your cumulative GPA has fallen below the minimum requirement of [Insert GPA Requirement] and you are hereby placed on academic probation.

To help you improve your academic standing, we recommend that you take the following actions:

- Meet with your academic advisor to discuss your performance and create a plan for improvement.
- Attend tutoring sessions or academic workshops offered by the institution.
- Monitor your course load and consider adjusting it if necessary.

Please be aware that continued underperformance may result in further academic consequences, including suspension or dismissal from [Insert Institution Name]. We encourage you to take this probation period seriously and seek the necessary support to help you succeed.

If you have any questions or would like to discuss this matter further, please do not hesitate to contact the Academic Affairs Office at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Insert Institution Name]