

Attendance Warning Notice

Date: [Insert Date]

To: [Student's Name]

From: [Teacher's Name]

Subject: Attendance Warning

Dear [Student's Name],

This letter is to formally inform you about your attendance issues at [School's Name]. Our records indicate that you have been absent from school on [number] occasions without an appropriate excuse.

Consistent attendance is crucial for your academic success, and we are concerned about how your absences may impact your progress in your classes. We urge you to take this matter seriously and to improve your attendance moving forward.

Please understand that continued absenteeism may result in further disciplinary actions, including notifying your guardians and potential consequences related to your academic standing.

We encourage you to make an appointment with me to discuss this situation further and to explore any challenges you may be facing.

Thank you for your attention to this important matter.

Sincerely,

[Teacher's Name]

[Title/Position]

[School's Name]

[Contact Information]