

Formal Dismissal Letter

Subject: Academic Dismissal Notification

Dear [Student Name],

This letter is to formally notify you that, following a review of your academic performance for the [semester/year], you have not met the minimum requirements to continue enrollment in [Program Name] at [Institution Name].

Despite prior warnings and opportunities for remediation, your cumulative GPA remains below the threshold set by the academic policies of our institution. As a result, your enrollment is hereby terminated effective [Date].

We advise you to consult with the Academic Affairs Office regarding options for appeal or potential re-admission in the future. Please be aware of any obligations regarding the return of library materials, campus access, or pending fees.

We regret having to take this action and encourage you to use this experience to consider alternative academic or career pathways.

Sincerely,

[Registrar/Dean Name]

[Institution Name]

[Contact Information]

Get more templates here: <https://www.lettersandtemplates.com/letters/academic-dismissal-letter>