

Informal Dismissal Email

Subject: Important Notice Regarding Academic Status

Hi [Student Name],

We wanted to inform you that your academic record in [Program Name] has not met the required standards for continuation. Despite support and guidance, your performance has remained below the minimum GPA requirement.

Your enrollment will be discontinued as of [Date]. Please contact the Academic Affairs Office if you wish to discuss options for appeal or guidance for future academic endeavors.

Best regards,

[Academic Affairs Office]

[Institution Name]

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