

Formal Letter Template

Subject: Academic Warning Regarding [Course/Program Name]

Dear [Student Name],

This letter serves as an official academic warning due to your recent performance in [Course/Program Name]. Your current grade or academic record indicates [specific issue, e.g., failing grades, incomplete assignments, poor attendance], which is below the institution's standards. You are required to meet with your academic advisor to discuss strategies for improvement and to develop a plan to return to satisfactory academic standing. Failure to improve may result in further disciplinary action, including probation or dismissal.

Please take this warning seriously and take immediate steps to address the identified issues.

Sincerely,

[Instructor/Dean Name]

[Title]

[Institution Name]

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