

Sample warning letter to student regarding unsatisfactory attendance

Dear [Student's Name],

It has come to our attention that your attendance record for the past few weeks has been unsatisfactory. As you know, attending classes regularly is crucial for your progress and success in becoming an English teacher.

We understand that there may be unavoidable circumstances that prevent you from attending class, but we want to remind you of the importance of keeping up with your studies. We encourage you to attend all your scheduled classes and participate actively in classroom activities to make the most of your learning experience.

Please be aware that consistent non-attendance may result in academic and financial consequences, including being placed on academic probation or not meeting the course completion requirements.

We hope that you will take this matter seriously and take immediate action to improve your attendance record. Please speak with your instructor or the school administration if you need any assistance or have any questions.

Sincerely,
[School's Name]