

Sample warning letter regarding student unsatisfactory progress

[School Letterhead]

[Date]

[Student Name]

[Address]

[City, State ZIP]

Dear [Student Name],

We are writing to express our concerns about your unsatisfactory progress in your TEFL studies. We understand that attending a TEFL course can be challenging, but we have noticed that your attendance, participation, and grades have not met our expectations.

As you know, our school has high standards for academic achievement, and we are committed to providing a supportive and engaging learning environment for all of our students. However, we cannot do this alone. Your success in becoming a successful English teacher depends on your dedication and effort, and we encourage you to take an active role in your education.

We would like to remind you that as an international student, you have certain obligations to maintain your academic status and comply with visa regulations. Failure to make satisfactory progress could result in academic probation, termination of your visa, or other serious consequences.

We strongly encourage you to take advantage of the resources and support services available to you, such as tutoring, study groups, and academic advising. We also recommend that you meet with your instructors to discuss your progress and develop a plan for improvement.

Please be aware that if you do not demonstrate significant improvement in the near future, we may be forced to take further disciplinary action, including suspension or dismissal from our programme.

We value your enrolment in our school and hope that you will take the necessary steps to improve your academic performance. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[School Name]