

Dated: {CURRENT\_DATE}

From

PRINCIPAL,

SITAMS COLLEGE

To

{PARENT\_NAME}

{ADDRESS}

**SUBJECT**: - **PROBATION NOTICE FOR {STUDENT\_NAME} (Roll Number: {ROLL\_NUMBER})**

Dear {PARENT\_NAME},

We are writing to inform you that your child, {STUDENT\_NAME}, has been placed on probation due to {REASON}{DESCRIPTION}. This probationary period will last until {DATE}, during which time your child must demonstrate improvement. Failure to meet the required standards may result in further disciplinary action. We encourage you to support your child in addressing these concerns.

Copy to: - PRINCIPAL

HOD

Parents

Individual