Date: {date}

To,

**Prof. {name},**

{designation},

{department} Department

GHRIET,

Nagpur.

Subject:-Students feedback **Warning Letter** – Regarding.

Dear Sir/ Madam

With reference to subject mentioned above, kindly find your student’s theory feedback for **{batch}** for session {session} as below:-

| **Name of the Faculty** | **Name of the Subject** | **Average Feedback %age Of Theory** |
| --- | --- | --- |
| Prof. {name} | {subjectName} | {feedbackPercentage} |

Your average feedback is **{**feedbackPercentage**}%** which is **very poor**. Hence you are **warned** to put more efforts on your subject. Also any help or guidance from senior faculty/ subject expert from renowned institution if required kindly let me know at the earliest.

Once again you are instructed to do best to improve your feedback.

Looking forward, the improvement in your teaching and hence your feedback.

**Dr.Vivek Kapur**

** Director**