

Dear Jiban,

Greetings from CREATIVE TECHNO COLLEGE, ANGUL

We deemed it necessary to bring the following matters into your kind attention that

1. You have been very irregular to your classes since last semester.
2. After several reminders and consultation with you & your Parents, we found no changes in your absenteeism attitude.
3. You are still absent in your class & which results poor performance in your exams.
4. As per our University Rules & Regulations you must secure 75% of class attendance, failing of which you may not be allowed for form fill up.
5. This is the last reminder to you & hope you will be regular & punctual to your class.
6. The college believes in quality education & overall development of students and we can't compromise on it.
7. You are hereby noticed that, after receiving this notice, report yourself with your parents or guardian within 7 days to the undersigned.
8. Again, you are informed that any delay on your part may lead to cancelation of your registration and the college will not held responsible for the same.

Please do come in person so that we can discuss your problems and find a solution.

Yours Truly

Principal