Hello (insert student name),

My records show that you have not responded to my notification concerning your nonattendance in my class nor have you submitted any academic work.

I want to note that as stated in our course syllabus, students who do not attend class or submit work for a substantial and **consecutive** amount of time (defined as equivalent to 2 weeks of class time) will be administratively withdrawn.

This email is your notification that you are being administratively withdrawn from (insert title of course).

No further assignments submitted will be accepted or graded.  You may continue to have access to your class in Canvas, but your lack of response or lack of action by the deadline provided has resulted in your Administrative Withdrawal.

Sincerely,