Notice of Academic Advisement

**[Date]**

Dr **[Resident Name]**

PGY-**X** Resident/Fellow

**[Department]**

**[Institution]**

Dr. **[Resident Name]**,

This letter is to inform you that that you are being placed on academic advisement. As we have discussed in person on several occasions, your evaluations (both informal and formal) have documented areas of your work that do not meet departmental standards. These same evaluations have also noted many strengths, including XXXXXXXXXXX. The specific area(s) that has(have) been repeatedly cited is(are):

**[Describe resident deficiencies using ACGME Core Competencies.]**

This is (these are) a critical skill(s) that is(are) fundamental to successfully completing your training. After discussions with you and **[other relevant faculty – e.g. Advisor]**, we have designed the following program to help you overcome these deficits.

**[Describe remediation plan here. Include clear objectives that the resident must meet in order to demonstrate improvement.]**

We will meet in 3 months to review your progress. Your performance will be closely monitored for improvement in the areas of **[list relevant Core Competencies]** as outlined above. We will provide as much direction and support as possible to help you accomplish this.

You have many strengths and we are hopeful that this program will allow you to overcome these difficulties and succeed in our training program. We must make it clear, however, that if you are unable to improve your performance you could be subject to disciplinary action, up to and including termination from the program.

Sincerely,

Residency/Fellowship Program Director

Department of **XXXXXXXXX**

Resident Acknowledgment:

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<Resident’s Name>