Example Emails for student that have not accessed the course in 14 days or more

**Example 1**

Dear student,

I hope this email finds you well. I am writing to check on your progress in the course. I noticed that you have not logged online in more than two weeks. Is everything okay?

I understand that this semester may pose some difficulties for you due to various reasons, but I want to assure you that I am here to help you. I urge you to access the course platform and catch up on the content and assignments that you have missed. Please respond to this email and let me know how I can help.

I hope to hear from you soon and see you back online. You can do this!

Sincerely,

Professor …

Example 2

Greetings, student,

I hope you are doing well. I am contacting you to see how you are doing in the course. I saw that you have not been online for more than two weeks. I hope everything is fine.

I realize that this semester may be challenging for you for various reasons, but I want you to know that I am here to support you. I encourage you to log in to the course and review the content and assignments that you have missed. Please reply to this email and tell me how I can assist you.

I look forward to hearing from you soon and seeing you back online. You got this!

Best,

Professor …