

LETTER 1 - End of fixed term contract letter – Under 2 Yrs Service  
Invitation to Attend Meeting

**PRIVATE & CONFIDENTIAL**

**\*Date**

**\*Name and Address**

Dear **\*Name**

**Meeting Invitation: Expiry of your Fixed Term Contract (Redundancy)**

I am writing to inform you that your fixed-term appointment as **\*job title** will end on **\*date**.

I would like to invite you to attend a meeting on **\*date**, at **\*time** at **\*location** to ensure that you are fully aware of the expiration of your fixed term contract.

At this meeting you have the right to be accompanied by a colleague or a recognised trade union representative.

If you are unable to attend this meeting please contact me to arrange an alternative meeting date/time. If I do not hear from you I will assume you are able to attend the meeting as outlined above.

In the meantime, if you have any other queries in respect of the above please let me know.

Yours sincerely

**\*Manager's name**

**\*Manager's title**

\*to amend as appropriate

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