

LETTER 2 - End of fixed term contract letter - Under 2yrs service
Confirmation of end of fixed term contract and right of appeal

PRIVATE & CONFIDENTIAL

***Date**

***Name and Address**

Dear *Name

Confirmation: End of your Fixed Term Contract (Redundancy)

I refer to our meeting on *date where we discussed the termination of your fixed-term appointment as *job title. * [Name] was also present at this meeting OR *Although you had the right to be accompanied you chose to attend alone.

As we discussed in the meeting, your fixed term contract is due to end *on the date on which the fixed term contract is due to expire OR as the event which the fixed term contract was aligned to is ending.

Therefore, I am giving you one months' notice of the end of your contract and confirm that your employment will end on *date. Your P45 will be forwarded to you at the appropriate time.

You have the right to appeal against the termination of your contract. If you wish to do so you should set out the reasons for your appeal in writing to the Director of People and Organisational Change, County Hall, Matlock, DE4 3AG within 7 working days of the receipt of this letter.

You will be supported by your line manager up until the contract end date stated above. Please contact me if there is anything you wish to clarify in connection with the above.

I would like to thank you for your service and wish you well for the future.

Yours sincerely

***Manager's name**
***Manager's title**

* to amend as appropriate