

LETTER 3 - End of fixed term contract letter – SOSR
Invitation to Attend Meeting

PRIVATE & CONFIDENTIAL

***Date**

***Name and Address**

Dear ***Name**

Meeting Invitation: Expiry of your Fixed Term Contract - SOSR

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 this meeting as outlined above.

In the meantime, if you have any queries regarding the above, please let me know.

Yours sincerely

***Manager's name**

***Manager's title**

* to amend as appropriate

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