

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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