

LETTER 4 - End of fixed term contract letter – SOSR  
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 - SOSR**

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 post is fixed term and contracted to end on **\*date**. As stated in your contract, the reason for the fixed term nature of your post was due to **\*a student placement/apprenticeship/cover for an employee on maternity/shared parental/adoption/unpaid leave/long term sickness absence.**

I can confirm that your fixed term contract will come to an end on **\*date** due to the **maternity/shared parental/adoption leaver returning to work/employee returning from long term sickness absence/unpaid leave.**

As a result, I therefore give you one months' notice of the end of your contract. 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 you appeal and write 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 are unsure of or if you wish to clarify any point 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

End of document

Restricted once complete