

LETTER 5 - End of fixed term contract letter – Over 2 yrs service
Invitation to Attend Meeting

PRIVATE & CONFIDENTIAL

***Date**

***Name and Address**

Dear *Name

Meeting Invitation: Expiry of your Fixed Term Contract

As you are already aware, your post as ***job title** is fixed term and is contracted to end on ***date**

As stated in your contract, the reason for the fixed term nature of your post was due to ***pending restructure/finite funding/the finite nature of the project/a temporary shortfall in resources/a short term peak in demand**. ***[opportunity to add free text to give more detail to explain the reasons why a FTC was used in the first place]**.

It is proposed to bring your post to an end in line with its contractual end date and in accordance with the Redundancy, Redeployment and Protection of Earnings Policy which can be found [here](#) on Our Derbyshire.

Employees at risk of redundancy can access redeployment support via [Redeployment and redundancy - Our Derbyshire](#) There is a recording on this page which advises on the support the council offers. If you have any questions or require additional information about redeployment please contact CST.HR.Operations@derbyshire.gov.uk

I would like to offer you the opportunity to consult with us on this proposal during the next 4 weeks. The consultation period will give you the opportunity to ask any questions that are pertinent to you, to discuss any suggestions that you might have about ways to avoid the redundancy, to go through options available for redeployment and to be given information about any redundancy payment that you may be entitled to if the redundancy is confirmed.

I would like to offer you the opportunity to attend an individual consultation meeting on ***date, time, venue** with me. You have the right to be accompanied at this meeting by a union representative or an employee companion. Please confirm your attendance with me prior to the meeting.

If, at the end of the consultation period, it is confirmed that your post will come to an end you will be notified of this in writing and reminded of the contract end date.

If there is anything you wish to clarify in connection with the above please contact me.

Yours sincerely

***Manager's name**

***Manager's title**

*** to amend as appropriate**

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