

LETTER 6 - End of fixed term contract – Over 2 yrs 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**

I refer to our meeting on **\*date** where we discussed the termination of your fixed-term appointment as **\*job title**. **\*Name of employee's representative 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 coming to an end.**

We have been consulting with you since **\*date** and to date no suitable alternative work has been identified. Therefore, I am writing to inform you that we have taken the decision to dismiss you on grounds of redundancy from your post of **\*job title**.

In accordance with your contract of employment the council is required to give you 12 weeks' notice to terminate your employment. Your notice period commences on receipt of this letter, and your last day of employment will be **\*date**.

**Redundancy Pay**

You are entitled to an estimated redundancy payment of **\*£total** which is based on **\*count** weeks' pay at **\*£weeklyamount** per week and a continuous service date of **\*cont. serv.**

Your provisional redundancy estimate detailed above is based on basic pay and excludes allowances and enhancements (which may apply under the actual figures) and a leaving date of **\*date**.

If you receive an offer of a job from another organisation covered by the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Order 1999 ("Redundancy Payment Modification Order") (broadly employers covered by the Local Government Pension Scheme) before the termination of your employment with Derbyshire County Council and take it up within 4 weeks of the end of the old employment, there may be no dismissal for redundancy payment purposes. In these circumstances you will not be entitled to any redundancy payment. Relevant bodies include, but are not limited to, local authorities and maintained schools.

A redundancy disclaimer will be included in a subsequent letter. Please ensure that you complete and return the form **after** your last day of employment. Receipt of the signed form will enable us to generate any redundancy payment you are due.

**Redeployment**

All employees at risk of redundancy can access redeployment support via [Redeployment and redundancy - Our Derbyshire](#) There is a recording on this page which will advise on the support the council offers.

If you have any questions or require additional information on redeployment please contact [CST.HR.Operations@derbyshire.gov.uk](mailto:CST.HR.Operations@derbyshire.gov.uk) Please note that employees who unreasonably refuse an offer of suitable alternative employment may lose any entitlement to redundancy pay.

### **Working Time**

You should aim to use any annual leave accrued up to the date your employment terminates prior to your last day of work. If you require a re-calculation of your leave, you can contact the pay team for the department you work in:

[CST.AdultCarePayroll@derbyshire.gov.uk](mailto:CST.AdultCarePayroll@derbyshire.gov.uk)  
[CST.ChildrensServicesPayroll@derbyshire.gov.uk](mailto:CST.ChildrensServicesPayroll@derbyshire.gov.uk)  
[CST.PlacePayroll@derbyshire.gov.uk](mailto:CST.PlacePayroll@derbyshire.gov.uk)

The council do not buy out accrued flexi time.

If, when your employment terminates, you have taken leave over your accrued entitlement, or are in flexi debit, the council will seek to reclaim this from you as an overpayment.

### **Expenses**

The council will reimburse any claim for expenses outstanding at the termination date. Please submit your expenses claim, in the usual way as soon as you are able.

### **Company Property**

Arrangements should be made with your line manager for the return of all property that belongs to the organisation.

### **Appeals**

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.

Should your appeal be accepted, you will be invited to a meeting, details of which will be communicated to you in writing. You are entitled to attend this meeting and have the right to be accompanied by a Trade Union representative or colleague.

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

Restricted once complete

***\*Manager's name***

***\*Manager's title***

\* to amend as appropriate

cc HR Services

Personal File

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