

**LETTER 1 - End of fixed term contract letter – Redundancy reason for dismissal
Commencing consultation 16 weeks prior to end date**

PRIVATE & CONFIDENTIAL

***Name and Address**

***Date**

Dear ***Name**

Re: Individually at risk of redundancy

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 ***a 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]**. I write to inform you that ***the restructure will be completed/funding for this post will cease/the project will end/the shortfall in resources will cease/the short term peak in demand will cease on date [should coincide with contract end date]**.

It is proposed to bring your post to an end in line with its contractual end date in accordance with the Redundancy, Redeployment and Protection of Earnings Policy which can be found on the Our Derbyshire website at [Redundancy, redeployment and protection of earnings \(derbyshire.gov.uk\)](http://Redundancy, redeployment and protection of earnings (derbyshire.gov.uk))

As well as allocating you a Redeployment Officer, I would also like to offer you the opportunity, during the next ***4 week** period, to consult with us on this proposal if you so wish. The consultation period will give you the opportunity to ask any questions that are pertinent to you, to discuss the reason for your selection, 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 by a union representative or an employee companion if you so wish. 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 on ***date**, you will be notified of this in writing and reminded of the contract end date. You will continue to be supported to help you find redeployment until your contract end date.

If there is anything you wish to clarify please contact me.

Yours sincerely

****Manager's name***

****Manager's title***

* to amend as appropriate

cc HR Services - Personal File