

**LETTER 2 - End of fixed term contract letter – Redundancy reason for dismissal
Consultation ended/contract ending/right of appeal - sent 12 weeks before
contract end date**

PRIVATE & CONFIDENTIAL

***Name and Address**

***Date**

Dear ***Name**

Re: End of Fixed-Term Contract

As you are already aware from discussions with your line manager and from our correspondence with you, your post as ***job title** was fixed-term due ***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]**.

You were informed in our letter dated ***date** 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]** and a period of consultation commenced. The consultation period has now come to an end and the proposal to bring the post of ***job title** to an end has been confirmed.

Therefore please accept this as confirmation that your contract as ***job title** will cease on ***date** and will not be renewed. We will continue to try to seek suitable alternative employment for you up until your final date.

As you ***do/do not** have more than two years' continuous service, you ***may/will not** be entitled to a redundancy payment. ***Your redundancy payment is an estimated £*<amount>, which is based on *<number> weeks pay at £*<weekly amount> per week, and calculated using a continuous service date of *<continuous service date>.**

***Your weekly pay is calculated in accordance with the Employment Rights Act 1996.**

***Under the Redundancy Payment, Local Government Modification Order, if prior to your termination date you should accept an offer of employment from related bodies, which commences within four weeks of your last day of service with Derbyshire County Council, you will not be entitled to the redundancy payment.**

You are entitled to appeal against the dismissal by reason of redundancy and if you wish to exercise this right, you should write to the Director of People and Organisational Change, County Hall, Matlock, DE4 3AG, setting out the grounds of your appeal, within 7 working days of the receipt of this letter.

Restricted once complete

If there is anything you wish to clarify at any point please contact your Line Manager.

Yours sincerely

****Senior Manager Name [grade 15 or above]***

****Manager's title***

* to amend as appropriate

cc HR Services - Personal File