

**LETTER 3 - End of fixed term contract letter – SOSR for dismissal  
Invitation to Attend Meeting**

**PRIVATE & CONFIDENTIAL**

**\*Name and Address**

**\*Date**

Dear **\*Name**

**Invitation to Attend Meeting – Expiry of your Fixed Term Contract - SOSR**

I am writing to inform you that your fixed-term appointment as **\*job title** will end on **\*date**.

I would like to invite you to attend a meeting on **\*date**, at **\*time** at **\*location** to ensure that you are fully aware of the expiration of your fixed term contract.

At this meeting you have the right to be accompanied by a colleague or a recognised trade union representative.

If you are unable to attend this meeting, I should be grateful if you would contact me to arrange an alternative meeting date/time. If I do not hear from you I will presume you are able to attend this meeting as outlined above.

In the meantime, should you have any queries in respect of the above, please do not hesitate to contact me.

Yours sincerely

**\*Manager's name**

**\*Manager's title**

\* to amend as appropriate

cc HR Services - Personal File