

**LETTER 4 - End of fixed term contract letter – SOSR for dismissal**  
**Confirmation of end of fixed term contract and right of appeal**

**PRIVATE & CONFIDENTIAL**

***\*Name and Address***

***\*Date***

Dear ***\*Name***

**Confirmation: End of your Fixed Term Contract – Some other substantial reason (SOSR)**

I refer to our meeting on ***\*date***, at which ***\*name of employee's representative*** was also present, to discuss the termination of your fixed-term appointment in respect of ***\*job title***.

As we discussed in the meeting, 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 student placement/apprenticeship/cover for an employee on maternity/shared parental/adoption/unpaid leave/long term sickness absence***.

I can confirm the ***\*student placement/apprenticeship/cover for absence will come to an end on date due to the maternity/shared parental/adoption leaver returning to work/employee returning from long term sickness absence/unpaid leave***.

You are entitled to appeal against the dismissal 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.

You will continue to be supported to help you find redeployment up until the contract end date stated above. Please do not hesitate to contact me if there is anything you are unsure of or if you wish to clarify any point in connection with the above.

Yours sincerely

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

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

\* to amend as appropriate

cc HR Services - Personal File