**STRICTLY PRIVATE AND CONFIDENTIAL**

[Recipient’s name and address]

Dear <Title / Surname>

**Review of fixed-term contract**

I refer to our meeting on [date/month/year] to review your current fixed-term contract.  You were [represented][accompanied] at the meeting by[name][of][name of union][You were unaccompanied at the meeting and confirmed you were happy to proceed].

As discussed at the meeting, regrettably, your fixed-term contract will terminate on [date/month/year] in line with your contract of employment as the substantive post-holder is returning. At our meeting, I advised that you will be placed on redeployment and given appropriate support to find alternative employment.

Should we be unable to find you other employment by [date/month/year] your contract will terminate on that date in line with your contract of employment. This letter should, therefore, be considered formal notice of the termination of your contract in those circumstances.

As this is deemed to be formal notice of termination of your contract, you have the right to appeal against this decision. Should you wish to do so, you should lodge your appeal in writing with [name/job title/contact details] within 14 days of the receipt of this letter. Your letter should include brief details of your grounds for appeal.

In the meantime, should there be anything I can do to assist you, please do not hesitate to contact me.

Yours sincerely

Manager’s Name

Manager’s Title