LETTER IN ACCORDANCE WITH SECTION 6.6 OF THE PROCEDURE FOR THE NON-RENEWAL OF A FIXED-TERM CONTRACT – TO EMPLOYEES INCLUDED IN POOL FOR SELECTION BUT NOT PROVISIONALLY SELECTED AT THIS STAGE

Insert date

Dear Name of employee

**Potential Selection for Redundancy**

I refer to my letter dated (date of letter above) advising that your current (fixed-term) role as (insert job title) could be at risk of redundancy and subsequent to the completion of the selection process.

I now confirm that you have not been provisionally selected for redundancy and that you will remain in your current role. A copy of your job description is enclosed for your information and your terms and conditions remain unchanged.

This decision is subject to the outcome of any meetings with or appeals by those employees provisionally selected for redundancy under the University’s Procedure for the Non-Renewal of a Fixed-Term Contract which can be downloaded from the link below:

[https://www.exeter.ac.uk/media/universityofexeter/humanresources/documents/grievancedisciplinaryandotherdismissalprocedures/FTC\_PROCEDURE\_(101220).pdf](https://www.exeter.ac.uk/media/universityofexeter/humanresources/documents/grievancedisciplinaryandotherdismissalprocedures/FTC_PROCEDURE_%28101220%29.pdf)

Yours sincerely

insert name of manager

cc: insert name of HR Advisor, Human Resources