TEMPLATE LETTER INVITING EMPLOYEE TO MEETING WITH MANAGER IN ACCORDANCE WITH SECTION 4.1 OF THE PROCEDURE FOR THE NON-RENEWAL OF A FIXED-TERM CONTRACT – WHERE THE REASON FOR NON-RENEWAL IS NOT REDUNDANCY

Insert date

Dear Name of employee

# **Fixed Term Contract Meeting**

I refer to the letter of Insert date from Human Resources reminding you that under the terms of your current employment with the University, your appointment is for a fixed-term period until insert expected end date.

I am writing to advise you that the University does not expect to be able to continue your employment beyond this date for the following reason/s:

Insert appropriate reason:

* This appointment was to cover for a member of staff who was absent for a limited period (for example on maternity leave, sickness leave, study leave, secondment etc)
* This appointment was funded by a grant from insert grant name which expires on end date;
* This appointment required specialist skills for a limited period to accomplish a particular task/project ie insert end date
* This appointment was to a training or career development position
* This appointment was to cope with unexpected or unpredictable period of demand over a time-limited period

Before a decision is made, you have the opportunity to attend a meeting with me, in accordance with Section 4.1 of the University’s Procedure for the Non-Renewal of a Fixed-Term Contract, to discuss this further, provide you with an opportunity to ask questions and to consider any alternative proposals you may have with regard to your employment.

You can download a copy of this Procedure from the University website at:

[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)

You have the right to be accompanied at the meeting by a trade union representative or fellow worker. If you are being accompanied please advise me of this. You should also notify me no later than insert date to confirm your attendance at this meeting.

Yours sincerely

insert name of manager

cc: insert name of HR Advisor, Human Resources