**LETTER INVITING EMPLOYEE TO MEETING WITH MANAGER**

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 reasons:

* INSERT REASONS, e.g. this appointment is funded by a grant from XYZ which expires on DATE; this appointment is funded by a limited budget and there are no further funds available after DATE

Before a decision is made, you have the opportunity to attend a meeting with me, in accordance with Section 3.1 of the University’s Procedure for the Non-Renewal of a Fixed-Term Contract, to discuss this further and to consider any proposals you have with regard to your own employment.

You have the right to be accompanied 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. If you wish to waive your right to a meeting prior to a decision being made and opt-out of the Procedure for the Non-Renewal of a Fixed-Term Contract, you should advise me in writing.

It is also necessary for me to advise you that you are now covered by the University’s Redeployment Procedure (‘at risk’). Please contact insert name of HR Business Partner in Human Resources to discuss your redeployment status and the action you should take to be considered for any vacancies for which you may be suited.

Yours sincerely

Insert name of manager

cc: insert name of HR Business Partner, Human Resources