**Formal notification sample letter**

Dear [name]

**Re: Notification of the end of your fixed term contract**

I am writing following our meeting on [date], held to consult you about the end of the fixed term contract that you hold as [post]. During this meeting you were informed that your contract would expire because [reason e.g. no further funding would be available for the post which you now hold] and that, unless it was possible to find you alternative work within the University, your employment would terminate because of redundancy on [date].

At our meeting you were invited to suggest ways in which your employment might be continued, and we considered any possible options for future employment in the Department. Since our meeting, during the consultation period, both [I/your PI/Supervisor] and [HR Business Manager/HR Adviser] have continued to consider possible redeployment options for you both within the Department and the rest of the University.

I hope that it will be possible to find you a suitable alternative post in the University, however, I have to inform you that, if no suitable alternative employment can be found, your employment will terminate on [date], on the expiry of your fixed term contract. The reason that your post will be redundant on that date is because [reason as above].

delete as required:

\*for Academic/Academic Related/Contract Research Staff

You have the right to appeal against this redundancy (which constitutes a dismissal in law), providing the appeal is submitted to the Academic Secretary in writing within fourteen working days of the receipt of this letter.

\*for Assistant Staff

You have the right to appeal against this redundancy (which constitutes a dismissal in law), providing the appeal is submitted to the Director of Human Resources in writing within fourteen working days of the receipt of this letter.

If you have any queries regarding any of the above, please do not hesitate to contact either myself or [HR Business Manager/HR Adviser].

Will you please acknowledge receipt of this letter by signing and returning the duplicate copy to me?