**Pro forma letter X6**

Final confirmation of contract expiry date for:

* staff with less than two years’ service where redundancy payments are not due, and
* appointments where redundancy is not the reason for ending the FTC, such as E64 Clinical Training fellowships which are coming to their planned end date

To be sent **one month** before the end date of a fixed-term contract

[Date]

Dear [employee]

As I wrote to remind you on [date], your employment is due to terminate on [date].

[*For staff where redeployment efforts have been ongoing include the following]* As we have not so far managed to find a way to extend your current contract, and you have not yet been successful in securing suitable alternative employment within the University, I must advise you that your contract will end on [date].

[*For academic-related staff*] Should you wish to appeal against the decision not to continue your employment, you have a right to do so. You should write to the Registrar within 28 days of the date of this letter, outlining your grounds for appeal. The procedure to be followed is that laid down in Statute XII, Part H.

[*For support staff*] Should you wish to appeal against the decision not to continue your employment, you have a right to do so. You should write to the HR Director within 14 days of the date of this letter, outlining your grounds for appeal.

Please remember that any annual leave which you are due should be taken before your last day of work. On your last day please could you [give details of arrangements to complete leaver documentation, return equipment, keys, etc].

Yours sincerely,

[To be signed by departmental administrator or equivalent]

cc: [line manager]