

### Template Letter 1

Response to Request for Permanent Employment Status – Declined

Date

**PRIVATE & CONFIDENTIAL**

**(to be opened by addressee only)**

Dear …………………

## REQUEST FOR PERMANENT EMPLOYMENT STATUS

I refer to your recent request to have your temporary employment converted to permanent status.

You are currently engaged under the terms of a fixed term contract for the purposes of xxxxx. This contract is due to expire on (date specified in contract).

For the purposes of Regulation 8(2) of the Fixed-term Employee (Prevention of Less Favourable Treatment) Regulations 2002, I would confirm that the council regards the reason for your current contract as constituting ‘objective grounds’ for your employment being on a fixed term basis.

In the circumstances therefore, I am unable to agree to your request.

Yours sincerely