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### Template Letter 3

Invitation to Discuss the Ending of a Fixed Term Contract

Date

**PRIVATE & CONFIDENTIAL**

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

Dear [name]

**CONSULTATION ON THE NON – RENEWAL OF FIXED TERM CONTRACT**

As you are aware, your fixed term contract is due to end on [date].

I would like to discuss your position with you and would be grateful if you would attend a meeting on [date] at [time] in [venue]. The purpose of the meeting is to explore any options which may be available, including any alternatives to termination of the contract.

You may bring a trade union representative or some other person of your choice to accompany you at the meeting if you wish.

Yours sincerely

Manager