

FT1: STATEMENT & INVITATION TO MEETING
SENT BY THE SCHOOL/INSTITUTE/SERVICE TO THE EMPLOYEE

Private & Confidential

Ref:

Date

Dear

As you know, you are employed on a fixed-term contract that is due to end on DATE because the funding/grant has come to an end for the research that you were employed to carry out OR the project that you were employed to work on has come to an end OR you were employed to cover maternity leave and the individual has now returned/is returning to work

In accordance with employment legislation we are required to formally notify you of the above and to give you an opportunity to discuss the impending termination of your contract.

You are therefore invited to attend a meeting on DAY, DATE at TIME in Room X, X Building where this can be discussed with X. You are entitled, if you wish, to be accompanied by a trade union representative or a work colleague.

If the proposed time and date of the meeting are not suitable for you, please let me know and we will arrange an alternative time/date that suits all parties, otherwise please confirm that you are able to attend by calling me on ext xxxx

Yours sincerely