***Individual***

***Dept***

***Date***

Dear ***Name***,

As you are aware you are employed on a fixed term contract which is due to expire on *Date*.

We have discussed informally the approaching expiry of your contract, and as yet, no firm options for your continuing employment have been identified. Consequently, at present it is expected that your current contract will terminate on the expiry date, as a result of ***insert original reason for contract initially being fixed term and why this has now come to an end***.

I would like to invite you to a meeting on ***date, time, location*** so that we can discuss the options that may be available to you, which may include:

* renewal or extension of the fixed term contract;
* the offer of a permanent contract;
* exploring opportunities within the school/department and (where eligible) added to the University’s redeployment register.

If no alternatives can be found, the expiry of your current contract would result in the termination of your employment at the University.

As this is a formal consultation meeting, you are entitled to be accompanied by a work colleague or Trade Union representative, if you would like to do so.

Depending on the outcome of these discussions, a further meeting or meetings may be arranged prior to the expiry of your current contract.

Further information regarding fixed term contracts can be found on the HR webpage at: <http://www.southampton.ac.uk/hr/services/fixed_term_contracts/how_do_i.php>

If you would like any further information or if you have any immediate questions please do not hesitate to contact me.

Yours sincerely,

***Manager***

***Title***