**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**At Risk/Invitation to first consultation meeting**

As you know, your fixed term contract with the University is due to expire on [date]. Regrettably, due to [insert brief reason, e.g. reduced student demand for course, ending of externally funded project, etc] we are concerned that the University may not be able to extend your contract of employment beyond the current expiry date.

I should therefore like to meet with you to discuss the situation at [time] on [date] in [location]. You may be accompanied at the meeting by a colleague or trade union representative.

The purpose of the meeting will be to consult with you regarding:-

* the reasons why your employment may come to an end;
* whether you believe that your employment could be continued and, if so, how;
* what alternative work may be available; and
* the consequences for you if your employment cannot be extended.

No final decisions about your future employment will be made until you have had the opportunity to express your views on the situation and the University has had a chance to consider all of the available information.

If you or your representative are unable to attend this meeting please let me know as soon as possible so that I can arrange an alternative date/time.

I understand this can be an unsettling time and therefore if you wish clarification on any of the details in this letter or anything else around this subject, please do not hesitate to contact me to discuss. I would also like to remind you of the Employee Assistance Scheme (0800 030 5182) which is a free, confidential helpline available to provide 24 hour support to all staff.

Yours sincerely

Cc: HR; File

**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Outcome of first consultation meeting**

I write further to our meeting on [insert date] when we discussed your future with the University.

You [were accompanied by [name] OR [chose not to be accompanied] I explained that the University believed it may be necessary for your current fixed term contract to expire without being renewed due to [outline reason]. I also indicated that I would consider any comments which you wished to make to enable the University to look at other options and alternatives before reaching any decision. You explained that [outline any comments or suggestions that the employee or their representative proposed and any responses/actions agreed].

At the meeting you indicated that you wished to be redeployed if an appropriate position can be found. You were advised to email hr-redeployment@york.ac.uk in order to join the University’s register of employees who wish to be considered for redeployment. You will then receive details of forthcoming vacancies through the redeployment ebulletin.

I explained that I would keep the situation under review and would meet with you again nearer the expiry date. In the meantime if you wish to make any further representations regarding your situation or have any questions, please do not hesitate to contact me.

I would again like to take the opportunity to remind you of the Employee Assistance Programme which is available to provide 24-hour support on 0800 030 5182.

Yours sincerely

Cc: HR; File

**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Invitation to second consultation meeting**

I write further to our meeting on [insert date] to discuss your future with the University.

At our first meeting at which you [were accompanied by [name] OR [chose not to be accompanied] I explained that the University believed it may be necessary for your current fixed term contract to expire without being renewed due to [outline reason]. I also indicated that I would consider any comments which you wished to make to enable the University to look at other options and alternatives before reaching any decision. You explained that [outline any comments or suggestions that the employee or their representative proposed].

At the meeting you indicated that you wished to be redeployed if an appropriate position can be found. It was agreed that you would register to receive the redeployment ebulletin containing details of forthcoming vacancies.

Regrettably, it appears that despite consultation and seeking to find suitable alternative employment your position remains at risk and that the University has no option but to consider whether your employment should terminate upon expiry of your current contract on [date] for the reasons outlined above.

I should like to meet with you on [date] at [time] in [location] to consider this matter further. You have the right to be accompanied at this meeting by a colleague or trade union representative. If you or your representative are unable to attend this meeting please let me know as soon as possible so that the meeting can be rearranged.

I would again remind you of the Employee Assistance Programme which is available to provide 24-hour support on 0800 030 5182.

If you have any questions please do not hesitate to contact me.

Yours sincerely

Cc: HR; File