**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Invitation to final consultation meeting**

I write further to our consultation meeting on [date] when we discussed the expiry of your fixed term contract and your future with the University.

At the meeting at which you were accompanied by [name of trade union representative/University working colleague] / declined the right 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 of redundancy 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.

In accordance with the [University’s Redundancy procedure](https://www.york.ac.uk/admin/hr/policies/hr-procedures/redundancy/procedure) I would like to meet with you to discuss the situation. I have arranged the meeting for [time] on [date] in [venue].

You have the right, if you wish, to be accompanied at the meeting by a work colleague or trade union representative not acting in a legal capacity. I would be grateful if you could confirm your attendance at this meeting and let me know whom, if anyone, you will be bringing as your representative, and if you need any special requirements for the day, by [date].

I would again like to remind you of the Employee Assistance Scheme, provided by Health Assured (0800 028 0199) which is a free, confidential helpline available to provide 24 hour support to all staff.

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

Yours sincerely

**[HoD]**

**[Job Title]**

# Cc: HR; File