**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**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.

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].

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.

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 provided by Health Assured (0800 028 0199) which is a free, confidential helpline available to provide 24 hour support to all staff.

Yours sincerely

**[HoD]**

**[Job Title]**

# Cc: HR; File