**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Expiry of fixed term contract**

As you are aware, your fixed-term contract with the University is due to expire on [date]. As this constitutes a potential redundancy situation, in order to comply with employment legislation, the University is obliged to consult with you regarding the situation. You have, however stated that you do not wish to participate in the consultation process and consequently I am writing to confirm the below arrangements.

As explained, if your position changes, you can request a meeting with me at any time prior to the expiry of your fixed-term contract.

If you have not already registered to receive notifications of jobs being advertised at the University that you might apply for on a redeployment basis, you can do so at <https://groups.google.com/a/york.ac.uk/g/staff-redeployment-group>.

You will continue to have redeployment status and be able to access details of any forthcoming vacancies within the University in advance of advertisement externally until your employment ends.

In line with the University annual leave policy the expectation is that you will use your outstanding annual leave prior to your leave date.

You have the right to appeal against this decision by writing to the Director of Human Resources within ten working days of receiving this letter. Your written notice should state the grounds for your appeal.

The HR Department will write to you separately to formally confirm that your employment will end on [date] which is the expiry of your current fixed term contract and details of any entitlement to redundancy payment.

In the meantime, on behalf of the Department of [Department], may I take this opportunity to thank you for your work in the past and to wish you every success in the future.

Finally I would like to take the opportunity to remind you of the Employee Assistance Scheme provided by Health Assured, which is available to provide 24-hour support on 0800 028 0199, this service will be available to you whilst you are in employment with the University.

Yours sincerely

**[HoD]**

**[Job Title]**

# Cc: HR Manager; File; HR Services