**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Outcome of final consultation meeting**

I write further to our meeting on [date] at which you were accompanied by [name of trade union representative/University working colleague] / at which you declined the right to be accompanied\*. At the meeting we discussed [include a brief summary of what was discussed, e.g. funding constraints, redeployment opportunities, etc]. I confirmed that I would consider any final representations or comments which you wished to make before a decision was reached [include a brief summary of any representations that were made and the response to them].

I regret that we have come to the conclusion that we must terminate your employment by reason of redundancy on the grounds of the expiry of your fixed term contract due to [insert brief reason].

As discussed, in line with the University annual leave policy the expectation is that you will use your outstanding annual leave in your notice period.

You will continue to have redeployment status during your notice period and you will be able to continue applying for any vacancies within the University on a redeployment basis until your employment ends. If you have not already registered to receive notifications of jobs being advertised at the University, you can do so at <https://groups.google.com/a/york.ac.uk/g/staff-redeployment-group>.

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.

Your employment will end on [date]. Human Resources will write to you separately to confirm 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 is available to you while you are in employment with the University.

Yours sincerely

**[HoD]**

**[Job Title]**

# Cc: HR; File