**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Outcome of first 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\*, when we discussed the expiry of your fixed term contract and your future with the University.

I explained that unfortunately 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].

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>.

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 reiterate the support available to you through the Employee Assistance Scheme provided by Health Assured (0800 028 0199), further details of which are available at: <https://www.york.ac.uk/admin/hr/browse/health-and-well-being/employee-assistance>.

Yours sincerely

**[HoD]**

**[Job Title]**

# Cc: HR Manager; File; HR Services