

Letter to individual after meeting (template)

Available at www.st-andrews.ac.uk/hr

Dear

Further to our meeting on DATE to discuss the expiry of your fixed term contract which was attended by..... You were represented by..... at this meeting.

- 1) Unfortunately, I have to inform you that the University will be unable to extend your fixed term contract for the following reason: **(Delete as applicable)**.

**The funding/grant has come to an end for the research that you were employed to carry out
The project that you were employed to work on has come to an end
You were employed to cover maternity leave and the individual has now returned to work**

You have the right to appeal this decision. If you wish to do so, you should write to Mairi Stewart, Director of Human Resources within 5 working days of receipt of this letter.

OR

- 2) By having this meeting, the University has met its obligations under the Employment Act 2002 (Disputes Resolution Regulations) 2004, however, unfortunately, at present, I cannot confirm whether your fixed term contract will be extended beyond its current expiry date as the University has not received confirmation if funding will be available for this purpose. I will inform you, as soon this information is available.

If your current contract is not extended, you have the right to appeal this decision. If you wish to do so, you should write to Mairi Stewart, Director of Human Resources within 5 working days of receipt of confirmation of the decision.

(DELETE 1 OR 2 AS APPLICABLE)

The University appreciates that redundancy or potential redundancy, regardless of the circumstances, can be a difficult and stressful experience for the employee concerned, and as such you are encouraged to take up the University's offer of redundancy consultation. (See attached sheet for information).

With reference to redundancy payment, if you have been continuously employed by the University for a period of over 2 years, you will be entitled to a severance payment (to ascertain your exact entitlement, please contact the Salaries Office directly on ext 2569). If, however, similar alternative employment within the University has been offered but subsequently declined, redundancy pay will not normally be paid.

If your contract is not extended then your P45 should follow shortly after your last pay, and any redundancy payment for which you are eligible will be forwarded to you the following month. Please ensure you have submitted your forwarding address to Human Resources prior to the ending of your contract (email humres).

Your contribution to the University has been greatly appreciated and I wish you every success in the future. (To be included for 1 if appropriate).

Yours sincerely

HOS/HOU/PI