**You will need to ensure you REMOVE any paragraphs, wording or highlighted sections that aren’t relevant. If you need help on how to use the template letter please refer to the How to complete a Template Letter document on People First**

 [Letterhead Details]

***Addressee***

***Address 1***

***Address 2***

***Address 3***

***Address 4***

***Address 5***

***Ref: [Sender’s Initials]/[Employee’s Initials]/[Number]***

***[Date]***

***Dear [Employee Title, Employee Surname],***

**Re: Invite to Fixed Term Review Meeting**

With reference to your fixed term contract, I am writing to advise you that the end date of the contract is coming up soon.

Therefore, we need to meet to review your time with us, including your objectives, achievements. This will also include any possible extension that may be provided or for me to formally dismiss you and provide you with your notice. Therefore you are invited to a meeting with me on ***[Date]*** at ***[Time]*** at ***[Location].***

Our meeting will be held under the Secondment and Fixed Term policy, a copy is enclosed.

You have the right to be accompanied or represented at this meeting by a Staff Side representative or work colleague, not acting in a legal capacity. It is your responsibility to organise this. If you are bringing a representative please call/email me prior to the meeting to confirm who your representative will be (contact details below).

I also wanted to remind you of our Employee Assistance Programme. The service is available 24 hours a day, 7 days a week, providing professional help to deal with work or personal issues. If you feel you might benefit from accessing this programme you can either call the 24 hour telephone line on **0800 716017**.  Alternatively if you just wanted to find out more about it you can visit their website [www.employeecare.com](http://www.employeecare.com), the ‘access code’ and ‘password’ are both 72992.

If there is anything you are unsure of or wish to seek clarification, please do not hesitate to contact me.

***Yours sincerely,***

***[Name]***

***[Job Title]***

***[Insert contact details]***

cc: ***[Insert relevant details]***

Encl. Secondment and Fixed Term policy;  ***[Insert relevant details]***