[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: Fixed Term Review Meeting**

Thank you for attending our meeting on ***[Date].*** \*delete as appropriate

***You were supported by trade union rep/work colleague***

***OR***

***you chose to attend the meeting alone but confirmed you were advised of your right to be accompanied.***

The purpose of the meeting was to review your fixed term contract and discuss whether this should be extended further or to terminate your contract.

\*delete as appropriate

We \*discussed and agreed the extension to your fixed term contract, which will now end on **[date]. The purpose of the extension is due to [reason for extension e.g. covering maternity leave, to complete a project etc]**

**OR**

We met for me to formally confirm that your fixed term contract will come to an end on ***[date].*** This letter provides your notice period of ***[number of weeks]*** weeks. ***NOTE: Notice will be either contractual at 4, 8 or 12 weeks, or statutory which is one week for every completed year of service to a maximum of 12 weeks.*** Your termination date is ***[date, month, year].***

Your annual leave will be calculated up to and including your last day of service, minus any annual leave taken. This will be paid in your final salary ***Provide details of how/when ID badge and other company property is to be returned, as appropriate.***

The reason for your dismissal is end of fixed term contract as previously arranged and is no reflection on your capability.

In addition, you will be provided access to the NHSBT Vacancy Bulletin, reasonable time to search for work may be granted, as well as to attend any interviews, which will be considered in line with operational requirements.

You are advised of your right of appeal against this decision, which must be in writing within 7 calendar days of the date of this letter. You are advised of your right of appeal against this decision, which must be made to the Appeal Secretary, by email to [Kirsty.Stewart@nhsbt.nhs.uk](mailto:Kirsty.Stewart@nhsbt.nhs.uk) within 7 calendar days of the date of this letter.

Within 21 calendar days from the date of the outcome letter, you will be required to provide full details of your grounds for appeal, making clear what resolution you are seeking. This will then be provided to me for me to prepare my response to your grounds of appeal. This will be provided to you a minimum of 7 calendar days before the date of the appeal panel.

I can confirm that I have advised NHSBT Pay Support, who will now update your records and arrange for your final salary to be paid.

I would like to take this opportunity to thank your contribution and support over the last ***[number of months] and*** wish you every success in the future.

Yours sincerely,

[Name]

[Job Title]

[cc:]

[Encl.]