To be sent **no less than 2 months** before the contract expiry date (check employee’s notice period). At least 5 working days’ notice of meeting to be provided.

**Personal and Confidential**

**[College/Department/Institute]**

Brunel University London

Kingston Lane

Uxbridge

UB8 3PH

United Kingdom

T +44 (0)1895 [number]

E [email address]@brunel.ac.uk

www.brunel.ac.uk

[Recipient’s name]

C/o [Recipient’s department]

[Date]

Dear [name],

**Re: Ending of fixed-term contract – consultation meeting**

I am writing to let you know that in accordance with your letter of appointment, your current appointment is due to end on the expiry of your fixed-term contract, on [date].

I would therefore like to invite you to attend a meeting with me on [date] at [time] to discuss the current situation regarding your post. You will be provided an opportunity to raise any ideas you have which might avoid the need for your post to come to an end. I will also outline the support which is available to you to help you look for suitable alternative work within the University; some general information is enclosed.

You are welcome to bring a trade union representative or work colleague from within the University with you to the meeting. [Name of HR rep if relevant] will also attend the meeting.

I would be grateful if you could confirm your attendance to me via email by [date] together with the name of any accompanied person.

Yours sincerely,

**[Name]**

[Position]

Enc. Information for staff who are approaching the end of a fixed-term contract.

# Information for employees who are approaching the end of a fixed-term contract

**Looking for work within the University**

If you wish to seek further employment with the University, you can access the [internal vacancies](https://careers.brunel.ac.uk/internal/vacancies.html#filter=p_web_site_id%3D5975%26p_published_to%3DINTRANET%26p_language%3DDEFAULT%26p_direct%3DY%26p_format%3DMOBILE%26p_include_exclude_from_list%3DN%26p_search%3D) page. Once logged on you will be presented with an unfiltered list of job titles. You can use the filtering facilities to help you with your job search.

**Taking time off for job-search activities**

You are entitled to take reasonable time away from the workplace in order to attend job interviews. When you need to take time away from the workplace, please arrange this in advance with your line manager.