**Appendix D – Meeting template to discuss fixed-term contract**

 

Date

Private and Confidential Site Address

Name Telephone no.

Address 1

Address 2

Postcode

Dear [Name]

Fixed-Term Contract Meeting

I am writing in relation to your fixed-term contract as [Job Title] with Sheffield Health & Social Care NHS Foundation Trust, which is due to end on [date].

I would like to invite you to a meeting to discuss and confirm the arrangements for ending of your contract and have arranged the meeting for:

**Date:**

**Time:**

**Venue:**

You are entitled to be accompanied at the meeting by a trade union representative or work colleague and it is your responsibility to arrange this.

Please confirm your attendance at the meeting to me on [telephone number/e-mail address] by [date].

Yours sincerely

[Manager]

[JobTitle]