

Appendix 1.

Date

Private and Confidential

Name/address

Dear *{Name}*

Fixed term contract expiry

As you will be aware your fixed term contract for the position of *{job title}* within the *{add team / department/school}* is due to come to an end on *{date}*.

Please could we meet at *{date / time / venue}* to discuss the end of your contract and any issues or concerns you may have around this.

If this time or date is inconvenient for you, please let me know.

I look forward to seeing you on *{date}*.

Yours sincerely

{Name}

Line Manager/Headteacher