**Letter to individual after meeting (redundancy template)**

Dear [NAME]

I write further to our consultation meeting on [DATE] to discuss the expiry of your fixed term contract which was attended by [confirm attendees name and job titles]. You were represented by [NAME] at this meeting/You chose not to be represented at this meeting. [DELETE AS APPLICABLE]

DELETE OPTION A OR B DEPENDING ON CIRCUMSTANCES

**Option A**

Unfortunately, I have to inform you that the University is unable to extend your fixed term contract for the following reason: **[Delete as applicable]**

The funding/grant has come to an end for the research that you were employed to carry out.

The project that you were employed to work on has come to an end.

Therefore it is with regret that unless alternative employment becomes available, you will be dismissed by reason of redundancy from the University on [DATE].

You have the right to appeal this decision. If you wish to do so, you should write to the Director of Human Resources within 5 working days of receipt of this letter stating the grounds of your appeal.

Your contribution to the University has been greatly appreciated and I wish you every success in the future. (To be included for A if appropriate).

**OR**

**Option B**

By having this meeting, the University has met its legal obligations, however, unfortunately, at present, I cannot confirm whether your fixed term contract will be extended beyond its current expiry date as the University has not received confirmation if funding will be available for this purpose. I will inform you as soon as this information is available.

Regretfully, if the funding does not become available and no other alternative employment is identified within the University, your contract will not be continued and you will be dismissed by reason of redundancy from the University on [DATE].

If this should happen, you have the right to appeal this decision. If you wish to do so, you should write to the Director of Human Resources within 5 working days of receipt of the confirmation that your contract is ending stating the grounds of your appeal.

The University appreciates that redundancy or potential redundancy, regardless of the circumstances, can be a difficult and stressful experience for the employee concerned, and as such you can take up the University’s offer of redundancy consultation with Human Resources. The process is outlined in Appendix B of the [Conducting redundancy consultation meetings for the expiry of fixed term contracts guidance](http://www.st-andrews.ac.uk/staff/policy/hr/Fixedtermcontractguidance/).

With reference to redundancy payment, if you have been continuously employed by the University for a period of over 2 years, you will be entitled to a statutory redundancy payment (to ascertain your exact entitlement, please contact Pay and Pensions. If, however, suitable alternative employment within the University has been offered but subsequently declined, redundancy pay will not normally be paid. In addition, if you resign from your post before the contract end date, you will not be entitled to redundancy pay.

If your contract is not extended then your P45 should follow shortly after your last pay, and any redundancy payment for which you are eligible will be paid to you the following month. Please ensure you have submitted your forwarding address to Human Resources prior to the ending of your contract.

Yours sincerely

HOS/HOU/PI