LETTER INVITING PROVISIONALLY SELECTED EMPLOYEE TO MEETING WITH MANAGER IN ACCORDANCE WITH SECTION 6.4 OF THE PROCEDURE FOR THE NON-RENEWAL OF A FIXED-TERM CONTRACT – WHERE THE REASON FOR NON-RENEWAL IS REDUNDANCY – WHERE A POOL EXISTS

Insert date

Dear Name of employee

**Provisional Selection for Redundancy**

I refer to my letter dated (date of letter above) advising that your current fixed-term role as (insert job title) is at risk of redundancy and subsequent to the completion of the selection process.

I now confirm that you have been provisionally selected for redundancy. Before any final decision on redundancy is made, I would like to invite you to meet with me, in accordance with Section 6.4 of the University’s Procedure for the Non-Renewal of a Fixed-Term Contract. The purpose of the meeting is to explain why you have been provisionally selected for redundancy and to provide you with an opportunity to ask questions, make any oral or written representations and propose alternatives to dismissal.

You can download a copy of this Procedure from the University website at:

<https://www.exeter.ac.uk/media/universityofexeter/humanresources/documents/grievancedisciplinaryandotherdismissalprocedures/FTC_PROCEDURE_(101220).pdf>

You have the right to be accompanied at the meeting by a trade union representative or fellow worker. If you are being accompanied please advise me of this. You should also notify me no later than insert date to confirm your attendance at this meeting.

We do appreciate that this will be a difficult time for you. The University has an employee assistance programme, Spectrum Life, that you can access on a confidential basis at any time: <https://www.exeter.ac.uk/staff/wellbeing/spectrum/>.

Yours sincerely

insert name of manager

cc: insert name of HR Advisor, Human Resources