[*Date*]

[*State how delivered:* e.g. By Hand *or* By 1st Class and Registered Post]

PRIVATE & CONFIDENTIAL

[*Name/address*]

Dear *[name]*

**Fixed-term contract**

You attended a meeting with me on *[day/date]* to discuss the forthcoming ending of your fixed-term contract.

You were informed in advance of your right to be accompanied and [EITHER chose not to be OR attended with *[name]*]. *[Name]* was in attendance to take notes.

At the meeting, we discussed the forthcoming expiry of your contract and I explained that we would like to [extend/renew] your fixed-term because *[state reason for extending or renewing term]*.

I am pleased that you have agreed to the [renewal/extension] and therefore I can confirm that [EITHER you will commence a new fixed-term of *[period]* on the same terms and conditions commencing on the expiry of your current term OR your fixed-term contract has been varied by agreement] so that it will now expire on *[date]*].

[*If fixed-term renewed:* I enclose a copy of your new contract for signature and return, together with a copy for your reference. *If fixed-term extended but other terms varied:* We agreed that, during the extension of your fixed-term contract, *[state changes agreed to terms]*].

I am very pleased that your employment with us will continue.

Yours sincerely

[*Name of sender*]

[*Position*]