[*Date*]

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

PRIVATE & CONFIDENTIAL

[*Name/address*]

Dear *[name]*

**Meeting to discuss expiry of fixed-term contract**

You are required to attend a formal meeting with me on *[day/date]* at *[time/location]*. *[Name]* will also be in attendance to record the minutes.

The purpose of the meeting is to discuss the forthcoming expiry of your current fixed-term contract.

You have the right to be accompanied by a co-worker or an accredited trade union representative.

Please confirm that you are available to attend this meeting.

Yours sincerely

[*Name of sender*]

[*Position*]