**Pro forma X4**

Final confirmation of contract expiry (“Notice of dismissal”) (staff with **two or more years’** continuous service).

To be sent **one month before** the end date of a fixed-term contract.

[Date]

Dear [employee]

As I wrote to remind you on [date], your employment is due to terminate on [date] on expiry of your current contract. Since we met on [date] we have considered ways to avoid your employment ending. However, as we have not so far managed to find a way to extend your current contract, and you have not been successful in securing suitable alternative employment, I must advise you that your contract will expire on [date].

Unless you have managed to secure another post within the University before your expected contract expiry date, when your employment ends you will be eligible to receive Statutory Redundancy Pay. Statutory redundancy payments are made at the rate set by government, and using the [Government’s calculator tool](https://www.gov.uk/calculate-your-redundancy-pay). I attach a print out of the calculation.

[*For academic-related staff*] Should you wish to appeal against the decision not to continue your employment, you have a right to do so. You should write to the Registrar within 28 days of the date of this letter, outlining your grounds for appeal. The procedure to be followed is that laid down in [Statute XII, Part H](https://governance.admin.ox.ac.uk/legislation/statute-xii-academic-staff-and-the-visitatorial-board#collapse1383111).

[*For support staff*] Should you wish to appeal against the decision not to continue your employment, you have a right to do so. You should write to the HR Director within 14 days of the date of this letter, outlining your grounds for appeal.

Yours sincerely,

[To be signed by signatory of previous letters]

[cc line manager]

Enc. Printout of the GovUK calculation

[*example for illustration purposes only, to be replaced with relevant details]*

