[Name]

[Address]

DD/MM/YYYY

Dear

I am pleased to offer you an appointment on the terms and conditions set out in the enclosed contract of employment and accompanying statement of terms and conditions.

Where this offer of employment is subject to the fulfilment of any outstanding conditions, details of these will be specified in the enclosed contract.

*[for fixed-term contracts include the appropriate paragraphs below]*

Please note that this contract is fixed-term for the following reason(s): *[select a reason/multiple reasons from the list below and provide detail as necessary]*

1. you have been appointed to cover temporary staff absence *[provide details, e.g. sabbatical leave, parental leave, sickness absence, secondment*

2. you have been appointed to provide specialist expertise or experience which is required for a specific time or for a specific project *[provide brief details of project or reason for time limit]*

3. you have been appointed to develop a product or service for which the outcome and future need is uncertain *[provide brief details of e.g. the course or service which is under development]*

4. the post to which you have been appointed is intended specifically to provide a time-limited period of training or development *[provide brief details]*

5. you have been appointed to work on *[provide specialist expertise or experience to]* a research project which is dependent on an external research grant and for which there is no expectation that the work will continue beyond the availability of that external funding *[provide details of project and grantor]*

6. the appointment is limited to the fixed period for which you have been granted a valid visa or work permit

Your current appointment will therefore expire on the date given in your contract of employment. If you have been appointed to cover the post of an absent employee (on family, sabbatical, or other leave), in the event that the substantive post no longer requires cover, for example due to the resignation or early return of the postholder, then your post may be ended by notice, as specified in your contract.

*[If the new contract is being issued because of a backdated regrading include the following:*

Your new appointment at grade X is as a result of a successful regrading application based on enhanced duties which you have been undertaking since DD/MM/YYYY. You will receive back dated pay at your new grade from that date in the form of a one-off payment, which will be paid to you in the next available payroll.

*[For all include the following]*

Please indicate your acceptance of this offer by signing and dating one copy of the contract and returning it to me at the above address.

Yours sincerely

Head of Department/Departmental Administrator