**Pro forma letter X5**

Reminder of contract end date for:

* staff with less than two years’ service where redundancy payments are not due, and
* appointments where redundancy is not the reason for ending the FTC, such as E64 Clinical Training fellowships which are coming to their planned end date

To be sent no later than **three** **months** before the contract expiry date

[Date]

Dear [employee]

I am writing to remind you that in accordance with your letter of appointment your current appointment is due to terminate on the expiry of your fixed-term contract on [date].

The reason that your contract is ending is that [Insert brief reasons to support this statement, explaining it in terms that relate to the original justification for the fixed-term contract e.g. the project will have been completed; the maternity cover will not be required beyond the given date; the period of training has been completed; the specific funding which supports the research is not being renewed and/or the department is seeking additional or alternative funding, result as yet unknown].

[If there are current plans which may extend or renew the appointment, give details here.]

I am enclosing some information which I hope may be helpful to you, which gives some guidance on seeking further employment within the University.

Please note that all outstanding holiday entitlement should be taken before your contract ends. If you are not sure how much holiday entitlement you have left, or if you have any questions about anything in this letter, please don’t hesitate to contact me.

[Departmental contact] will contact you nearer to your contract end date, to arrange other formalities.

Yours sincerely

[To be signed by departmental administrator]

cc: [line manager]

Enc. Information for staff who are approaching the end of a fixed-term contract.

# Information for staff who are approaching the end of a fixed-term contract

## Looking for work within the University

If you wish to seek further employment with the University you will find that the University vacancies are advertised through The Internal Jobs Board. This is accessed via HR Self Service. You will need to be connected to the VPN before you can log in at <https://staff.admin.ox.ac.uk/working-at-oxford/you-and-work/hr-self-service> with your SSO. Once logged in you will be presented with an unfiltered list of job titles, but by clicking on the ‘advanced’ option at the top of the page, you can use the filtering facilities which are used on the main jobs pages.

## Looking further afield

The University’s Jobs pages (<https://www.jobs.ox.ac.uk/home>) provides links where you will be able to find information about vacancies available within Colleges and other affiliated organisations, as well as the University’s Temporary Staffing Service.

The University Careers Service [Useful careers resources](https://www.careers.ox.ac.uk/career-resources/) website (<https://www.careers.ox.ac.uk/career-resources/>) also suggests a range of other places to search for jobs beyond the University.

## Help with CVs and job applications

Information about the Priority Candidates Support Scheme (PCSS) can be found at <https://hr.admin.ox.ac.uk/priority-candidates-support-scheme>. The PCSS support the redeployment of priority candidates and offer help identifying suitable roles, across the University. The PCSS will offer guidance to priority candidates on how best to represent transferrable skills, will help identify current vacancies that match their skills, and ensure they are supported in making the best possible application. PCSS can be contacted on [pcss@admin.ox.ac.uk](mailto:pcss@admin.ox.ac.uk).

The People and Organisation Development Unit have a number of resources to help support you in your next step, including confidential impartial career advice for administrative and support staff and, support with internal applications and interview preparation. Further information can be found at <https://pod.admin.ox.ac.uk/>.

The University Careers Service’s website provide advice to researchers during and after employment at <https://www.careers.ox.ac.uk/researchers/>.

## Taking time off for job-search activities

You are entitled to take reasonable time away from the workplace in order to attend job interviews, or training courses which may enhance your chance of redeployment. When you need to take time away from the workplace, please arrange this in advance with your line manager.