**Pro forma letter X3**

Failed to attend meeting (‘dismissal’ letter) (staff with **two or more years’** continuous service).

To be sent if the employee fails to respond to the second invitation letter.

Dear [employee]

I wrote to you on [date] to remind you that your current appointment is due to terminate on the expiry of your fixed-term contract on [date] and to invite you to a meeting to discuss this.

As you did not reply to my letter/were unable to attend this meeting [*delete as appropriate*], I wrote again on [date] suggesting another meeting date.

As you have not attended either meeting I am now writing to confirm the arrangements for your contract to end on [date].

When your contract expires, unless you have been successful in securing alternative employment with the University, 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.

[local departmental contact] will contact you a month before your last day to complete payroll and other leaver documentation and advise you of arrangements concerning [insert local arrangements regarding returning equipment, access cards etc]

[*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](http://www.admin.ox.ac.uk/statutes/353-051b.shtml#_Toc28074233). [UPDATE LINK]

[*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.

Yours sincerely

[to be signed by key contact/departmental administrator]

**cc: [line manager]**

Enc. Printout of the GovUK calculation.

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