

## LETTER OF TERMINATION

Dear

### END OF CONTRACT

As you are aware following our meeting held on [date], you were employed on a temporary contract on the condition that your employment would terminate on ..... (or when a specific project was completed/ event occurred. This will be on .....).

As explained to you at this meeting, unfortunately Falkirk Council does not have any further work for you beyond that date and your employment with the Council will therefore terminate on [date] or \*(As explained to you at our meeting, attempts have been made to identify a suitable alternative vacancy to offer you, but unfortunately no suitable vacancies are available at present. This letter therefore gives you [ ] weeks' notice of the termination of your employment by reason of redundancy. Unless there is any change in the situation during your notice period, your employment with Falkirk Council will terminate on [date]. We will, however, continue to seek suitable alternative employment for you throughout your notice period).

I would like to take this opportunity to thank you for the contribution you have made to the Service for the duration of your contract and wish you success for the future.

Yours sincerely,

\* Where an employee has two years continuous service or more.