

LETTER OF EXTENSION

Dear

EXTENSION OF TEMPORARY CONTRACT

I write to offer you an extension to your contract for a further fixed term, to run consecutively with your existing contract and continuing until (date/ or completion of)

The terms and conditions of the extended contract will (except for the new termination date) be identical to your current terms of employment, including the notice clause(s) contained in the original contract. If you accept this extension to your employment, your employment with Falkirk Council will be continuous for statutory purposes.

Notwithstanding this extension of contract, Falkirk Council reserves the right at its entire discretion to terminate your employment prior to the [specified expiry date] [end of the task/project] [return to work of [] by giving you not less than [] weeks' notice

Where an employee's contract extension means that their overall employment is for more than 3 months duration – 'As your contract of employment is in excess of 3 months duration, you will now automatically become a member of the Local Government Pension Scheme unless you write to Payroll Services, Finance, confirming that you do not wish to join'.

Please confirm your acceptance of this extension by signing the attached copy of this letter and returning it to {Line Manager}, at the address below.

I look forward to receiving your acceptance.

Yours sincerely,

Signed _____ Date _____