[Date]

**Confidential**

[Employee]

[Address 1]

Dear [Name],

**Confirmation of expiry of your fixed term agreement**

As you are aware your current employment agreement with the [school name] is of a fixed term nature and is due to expire on [date].

This letter is to confirm that your employment will end on [date] as agreed.

[Name], on behalf of the School, I would like to take this opportunity to thank you for your work in the past and to wish you every success.

Should you require any assistance in obtaining alternative employment please contact me.

Yours sincerely,

[Name]

[Chairperson/Principal]

[School name] Board of Trustees