[Date]

**Confidential**

[Employee]

[Address 1]

Dear [Name],

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

As you are aware from your original employment agreement, part of your current employment is on a fixed term basis. This is due to expire on the [date] and this letter is to confirm that this portion of your employment will end as agreed.

Your permanent hours of [0.xFTTEs] will continue.

[Name], on behalf of the School, I would like to take this opportunity to thank you for your work.

Yours sincerely,

[Name]

[Chairperson/Principal]

[School name] Board of Trustees