PCC / PARISH LOGO

PCC/PARISH ADDRESS

NAME

ADDRESS

DATE

Dear

**End of Fixed Term Contract**

As you will be aware your role was contingent on the provision of external funding. Unfortunately this funding ceases on DATE which means that your fixed term contract will also end on this date.

Your last day of employment with PCC/PARISH NAME will therefore be DATE. You will be paid your normal salary up until this date.

As you have been employed with us for X full years, you are entitled to redundancy pay for [ X weeks] which is a total of [£XX]. This will be paid in your final pay.

You will have accrued a total of [XX] days/hours annual leave up to your leave date. Please can you confirm how many days/hours annual leave you will have taken by your leave date, so that I can calculate any payments or deductions in respect of annual leave in your final salary.

I have enclosed an exit interview form for you to complete nearer to your leave date and send back to me. If you would like to have a meeting to discuss this form, please let me know.

We would like to thank you for the valuable work you have done as a valuable member of the PCC/PARISH NAME and wish you God’s blessing and happiness for your future.

Yours sincerely

Name

**Job Title**