**UCL HUMAN RESOURCES**

Appendix 1a: Offer of termination meeting letter

**[Date]**

**Strictly Confidential - Addressee only**

**[Name and Department]**

**DATE**

Dear

Thank you for your hard work and valued contribution to UCL.

I am writing to confirm that your appointment as **Postgraduate Teaching Assistant (PGTA)** in the **[Department]** will end on **[date],** as stated in your contract. Your post is ending by reason of redundancy because we have no further PGTA work to offer you.

OR

As you are aware, your appointment as **Postgraduate Teaching Assistant (PGTA)** in the **[Department]** is due to come to an end on **[date].** This is because you will have completed your studies and are therefore not eligible to undertake work as a PGTA in the next academic year.

Please advise me by [**DATE –** *5 working days from the date the letter is sent*] if you would like to attend a consultation meeting to discuss the termination of your appointment.

At this meeting, we will discuss the reasons your contract is due to terminate and explore the possibility of alternative options such as redeployment.

You will also be given the opportunity to ask any questions or raise any relevant issues. The final decision regarding your contract will take into account any representations you make at this meeting.

You have the right to be accompanied by a trade union representative or a work colleague.

I would be grateful if you could confirm your attendance at the meeting on receipt of this letter.

A copy of UCL's [Termination Procedure](https://www.ucl.ac.uk/human-resources/termination-procedure-all-ucl-employment-contracts) can be found on the HR web pages.

Following the consultation meeting, in the event that your contract is terminated, you may apply for redeployment opportunities at your grade and below, in line with the [Redeployment Procedure](https://search2.ucl.ac.uk/s/redirect?collection=website-meta&url=https%3A%2F%2Fwww.ucl.ac.uk%2Fhuman-resources%2Fredeployment-policy&index_url=https%3A%2F%2Fwww.ucl.ac.uk%2Fhuman-resources%2Fredeployment-policy&auth=qgqwIN%2B3WdunuzhrNZNkPQ&profile=_website&rank=2&query=redeployment), if you meet the eligibility criteria.

Redeployment opportunities are advertised [here](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fatsv7.wcn.co.uk%2Fsearch_engine%2Fjobs.cgi%3Fowner%3D5041178%26ownertype%3Dfair%26posting_code%3D634&data=02%7C01%7C%7C117ebd8ddfd845bf020908d8490a9d3f%7C1faf88fea9984c5b93c9210a11d9a5c2%7C0%7C0%7C637339657404842343&sdata=Gk9T%2BWSHwFEaewXV7%2BeCZ9JQ%2Bohqg4g4M%2FTBehCVk2g%3D&reserved=0) for 5 days and you can register for email alerts so that redeployment opportunities are automatically emailed to you as they arise.

If you have any questions about the redeployment process please do not hesitate to contact your [HR Business Partner](https://www.ucl.ac.uk/human-resources/about-hr/contacting-hr/people-hr/hr-business-partnering-contact-details)and if you have other queries about this letter please contact me.

Yours sincerely

Manager

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