

# Appendix 3b: Letter confirming termination of contract: SOSR dismissal (substantive post holder is returning to work or the employee’s contract is linked to a course or studies)

**[Date]**

**Strictly Confidential - Addressee only**

**[Name and Department]**

Dear

EITHER

Further to our individual consultation meeting on [date] I am writing to confirm our discussions and the outcome of the meeting.

OR *(if the employee did not attend the meeting)*

I am writing to confirm the decision regarding the proposed termination of your contract. An individual consultation meeting was arranged for [DATE/DATES], which you were unable to attend due to XX. I will now confirm the decision I have made.

The reason for the meeting was because

EITHER:

The substantive post holder is due to return to their job.

OR:

Your contract is linked to studies or a course which is coming to an end.

*<if relevant: insert details of any other relevant issues that were discussed in the meeting - for example if the employee had alternative suggestions*

After careful consideration, I regret to inform you that we are unfortunately not in a position to extend your contract and will now terminate your contract on the grounds of some other substantial reason.

Your last day will be XX date.

**Pension**

If you are a member of a pension scheme and are over the age of 50 years at the date of leaving UCL, you may be eligible to receive your retirement benefits immediately. To find out what options apply to you, please contact Pension Services, email pensions@ucl.ac.uk phone 0203 108 7166, website [www.ucl.ac.uk/hr/pensions](http://www.ucl.ac.uk/hr/pensions). Please note that accessing your benefits may mean that they are reduced as a result of retiring before your normal pension date. You may also be prohibited from re-joining the same pension scheme again if you are later re-employed in an eligible post.

Please contact UCL Pension Services via the following website http://www.ucl.ac.uk/hr/pensions/ to request further information.

The Pension Scheme will then contact you in due course regarding the options available to you.

**P45**

Payroll will email you your P45 shortly after your last salary payment has been made.

Please ensure your personal email is up to date on MyHR.

Please also ensure that you access Employee Self Service on MyHR to print off any previous payslips/P60s you may require before your last working day.

**Redeployment**

You may be eligible to apply for redeployment opportunities at your grade and below across UCL, in accordance with the [Redeployment Policy](https://www.ucl.ac.uk/human-resources/redeployment-policy). Redeployment opportunities are advertised[**here**](https://www.ucl.ac.uk/work-at-ucl/redeployment/)for 5 daysand you can register for email alerts so that redeployment opportunities are automatically emailed to you as they arise.

So that you do not miss out on any opportunity you may want to register for “Any” grade, but remember you can only apply as a redeployee for jobs at your grade or below.

When you apply for redeployment posts and you are asked for your redeployment reference number, please use your employee number (which can be found on your payslip and in your information section in your MyHR record).

**Secondments**

You can apply for a secondment at any grade. Secondments are advertised [here](https://www.ucl.ac.uk/human-resources/working-ucl/secondments). If you are successful the post will not be a secondment but will be a fixed term contract.

**Registering for job alerts**

You may also register for job alerts which have already gone out to advert as a redeployee, or for jobs which are at a higher grade than your current grade by registering [here](https://www.ucl.ac.uk/work-at-ucl/redeployment/).

**Unitemps**

You can register for temporary work with UCL’s branch of [Unitemps](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.unitemps.com%2FUCL-homepagehttps%3A%2Fwww.ucl.ac.uk%2Fhuman-resources%2Fworking-ucl%2Funitemps-0&data=02%7C01%7C%7C117ebd8ddfd845bf020908d8490a9d3f%7C1faf88fea9984c5b93c9210a11d9a5c2%7C0%7C0%7C637339657404852300&sdata=MwogpjedVByVRHo5qiXDPEm69CvzSAZnHILsw%2Ff9RvE%3D&reserved=0).

**Training and Development Courses**

UCL offers its staff a wide range of training and development opportunities. If you would like to enhance your skills in preparation for applying for jobs please visit UCL’s [Linkedin Learning porta](https://www.ucl.ac.uk/isd/linkedin-learning)l. Here you will find resources for applying for jobs and interview techniques, as well as training courses on a wide range of job related topics.

**Time off to look for another job**

In addition, you are entitled to two paid days off (pro rata for part-time staff) during your notice period to look for another job or to attend training to help you find another job. Additional unpaid time off will be granted.

**Annual Leave**

If you have outstanding annual leave, please endeavour to take this prior to your end date

**Appeal against dismissal**

You may Appeal against your dismissal by emailing the Director of Employee Relations, Policy and Planning via the Employee Relations Team, within five working days of the date of this letter, clearly stating your grounds of Appeal.

Your Appeal must be based on one or both of the grounds for Appeal set out at point 47 of the policy.

May I take this opportunity of thanking you for your services to UCL and to offer you best wishes for the future.

If you have any queries, please do not hesitate in contacting me.

Yours sincerely

**UCL HUMAN RESOURCES**