

# Appendix 4: Reminder letter the fixed term contract of less than 9 months is coming to an end

Dear

As you are aware your fixed term contract as [job title] in the [Department] is due to expire on [date].

At the present time, UCL does not foresee this contract being extended. Therefore, your contract will terminate on DATE.

**Redeployment**

If you have six months service, you are entitled 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](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fme%3Fu%3D69919578&data=02%7C01%7C%7C117ebd8ddfd845bf020908d8490a9d3f%7C1faf88fea9984c5b93c9210a11d9a5c2%7C0%7C0%7C637339657404852300&sdata=iwPRL6mp5gqK8oHbL5Af3XfdX%2BtMl3tPevipPEHdwoc%3D&reserved=0) portal. 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.

**Annual Leave**

If you have outstanding annual leave, this will need to be taken prior to your termination date.

Yours sincerely