

Fixed Term Contract Letter



Private & Confidential

INSERT NAME,
INSERT ADDRESS,
INSERT ADDRESS,
INSERT ADDRESS,

Delivered by registered post/by ordinary post/by email/by hand

INSERT DATE

Re: Fixed Term Contract

Dear INSERT NAME,

Following our recent conversation, I am delighted to confirm that the Company are in a position to provide you with a fixed term contract due to: **INSERT REASON(S) FOR EXTENDING THE CONTRACT – PICK ONE**
EXAMPLES INCLUDE:

- The busy summer period
- The busy Christmas period
- A specific project
- A specific contract won by the company
- The need for the Company to cover a period sick leave / a period of maternity leave/ parental leave etc.

As agreed, your contract will be for the period of **INSERT DATE** to **INSERT DATE**. This end date may be subject to change.

This is a fixed term contract of employment and therefore the provisions of the Unfair Dismissals Acts, 1977 to 2001 will not apply to the termination of this contract where such termination is by reason only of the expiry of this fixed term contract. The provisions of the Protection of Employees (Fixed Term Work) Act, 2003 will apply to this contract.

If you have any questions or queries regarding your contract, please contact me directly.

Yours sincerely,

INSERT NAME
INSERT TITLE