TEMPLATE LETTER-extending the term/duration of a fixed term contract.

THE PROMPTS IN THE DOCUMENT ARE HIGHLIGHTED IN RED. IT IS IMPORTANT TO ENSURE THAT THE PROMPTS ARE DELETED AND THE RELEVANT INFORMATION INSERTED

It is important that the Board of Management ensures that this letter is signed and returned by the teacher in advance of the current fixed term contract expiring.

Dear , (insert name)

I refer to your fixed term contract of employment dated the day of 20 . (insert date) This contract is due to expire on the day of 20 . (insert date) On behalf of the Board of Management I write to advise you that the Board of Management is prepared to extend the term/duration of this contract to the day of 20 (insert date)

The objective grounds justifying the extension/renewal of your contract and the reasons why the Board of Management cannot offer you a contract of indefinite duration are that

(Insert grounds. The following is an example of objective grounds which should be tailored to the situation as appropriate: The permanent teacher who you are currently replacing while on career break/job sharing/secondment has applied to extend his/her career break/job sharing arrangement/secondment for a further school year and the Board of Management cannot replace this teacher with a permanent employee).

The effect of this extension is that your contract will now expire on the day of 20 . (insert date) All other terms of your contract remain unchanged.

I am sending you this letter **in duplicate**. If you wish to avail of this extension to your fixed term contract please complete the acceptance of variation clause below and return same to the School Principal by (insert date).

	forward to	haarina t	rom voll

Yours sincerely,

Chairperson Board of Management

ACCEPTANCE OF VARIATION CLAUSE-TO BE COMPLETED BY FIXED TERM TEACHER:

I (insert name) hereby agree to the variation of my contract of employment dated the day of 20 (insert date) with the Board of Management of (insert name of school), by extending the expiry date of the contract from the day of 20 to the day of 20 (insert date) I understand that all other terms of my contract remain unchanged.

Signed_			

Dated this day of 20 (insert date)