

## SCHOOL HEADED PAPER

Date:

Dear .....,

I am writing to confirm the offer of a further fixed-term contract of employment with the Board of Management for the school year <X>.

The contract will commence on 1st September <X> and will terminate on 31st August <X>. It is a fixed-term position arising from the .....e.g.<school to complete, e.g. absence of a permanent member of staff on an approved career break arrangement, allocation for the <X year only>....

The objective ground justifying the renewal of your contract and the reason why the Board of Management is not in a position to offer you a contract of indefinite duration is because of the provisions of Department circular letter 0024/2015 and the fact that the [Insert OBJECTIVE GROUND] arrangement is temporary in nature and has been approved for the duration of the <X> school year only.

Should you decide to accept this offer of employment on the basis of the above, and the attached Contract confirming the fixed nature of the employment and the objective grounds for renewing your employment on a fixed-term basis, then I would be grateful if you would sign the duplicate copy of this letter and contract and return to me as soon as possible.

I would like to take this opportunity to thank you for your work and contributions over the past year and I look forward to continuing to work with you in the coming year.

Yours sincerely

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Board

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I accept the offer of a renewal to my fixed-term contract on the basis of the above.

Name of employee:

Date: .....

**Signed:** \_\_\_\_\_

Employee