

Written Statement of Employment Particulars

Policy · UK · Updated 2026-07-23 · Square brackets are placeholders to replace with your own details.

A written statement of employment particulars is the document UK employers must give each new employee setting out the core terms of the job — the parties, start date, pay, hours, holiday, place of work, notice, and the other particulars listed in the Employment Rights Act 1996. It is due on or before the first day of employment.

The statement is often the first document a tribunal, a dispute, or a payroll query turns on. Getting it issued on time, complete, and consistent with what was actually agreed removes an entire category of avoidable arguments about what the deal was.

This template gives you a complete, ready-to-edit statement covering every day-one particular, written so you can issue it as a standalone document or fold it into a fuller contract of employment.

Purpose and scope

This document is the written statement of employment particulars issued by [Your company] under section 1 of the Employment Rights Act 1996. Issue one to every new employee and worker on or before their first day, and keep a signed copy on file.

Parties, start date and continuous employment

Employer: [Your company], of [registered address]. Employee: [full name], of [address].

Your employment begins on [date]. [No previous employment counts towards your period of continuous employment. / Your period of continuous employment includes previous employment with [previous employer] and began on [date].]

Job title and duties

You are employed as [job title], reporting to [role]. A description of the role's main duties is [attached / set out in the job description dated [date]]. [Your company] may ask you to carry out other reasonable duties within your competence from time to time.

[The employment is permanent. / The employment is for a fixed term expected to end on [date].]

Pay

Your pay is [amount] per [hour/year], paid [monthly/weekly] in arrears on [date/day] by [method, e.g. bank transfer], and will never be less than the applicable rate under the National Minimum Wage Act 1998.

[Details of overtime, bonus, or commission arrangements: [terms].]

Hours and place of work

Your normal hours are [number] per week, worked [days and times]. [Describe any variability: shift patterns, rotas, and how they are notified — including any terms about working Sundays, nights, or overtime.]

Your normal place of work is [address]. [You may be required to work at [other locations / from home under the hybrid working arrangements]. / Any periods of work outside the UK lasting more than a month, and the terms that apply: [details or "not applicable"].]

Holiday, sickness and other leave

You are entitled to [number] days' paid annual leave per leave year [including / plus] bank holidays — at least the statutory minimum of 5.6 weeks. The leave year runs from [date] to [date]. Holiday terms, including what happens on termination, are set out in the annual leave policy.

If you cannot work because of sickness, the reporting procedure and sick pay terms in [the absence policy / the following terms: [details]] apply. Other paid leave — including family-related leave such as maternity, paternity, adoption, and shared parental leave — is set out in [policy/handbook location].

Probation, notice and ending employment

[Your appointment is subject to a probationary period of [length], during which the conditions in the probation policy apply, including a shorter notice period of [length]. / There is no probationary period.]

After probation, the notice you must give [Your company] is [period], and the notice [Your company] must give you is [period] — in each case never less than the statutory minimum. The disciplinary and grievance procedures that apply to your employment are in [location], as required to be identified in this statement.

Pensions, training and other particulars

Pension: you will be [automatically enrolled into / eligible to join] the [Your company] pension scheme with [provider], subject to the scheme rules and current automatic enrolment law.

Training: [Your company] provides [required training, e.g. induction and role-specific training], paid for by [Your company]. [Any training the employee must complete and pay for themselves: [details or "none"].]

Benefits: [list all benefits, e.g. staff discount, wellbeing scheme, or "none beyond those stated"]. Collective agreements affecting your terms: [details or "none"].

Issuing, changes and records

Two copies are issued: sign and return one to [role] and keep one. [Your company] notifies changes to any particular in writing as soon as possible after the change — check current official guidance for the notification deadline.

Signed statements and change notices are kept on the employee's file in [system] for [period]. Owner of this template: [name/role]. Next review due: [date].

How to use this template

1. Prepare the statement during onboarding paperwork, not on day one — the deadline is on or before the first day, and late issue is a statutory failure.
2. Copy the agreed terms from the signed offer letter; the statement, the offer, and payroll must all say the same thing.

3. Fill every [bracketed placeholder] — the law requires each particular to be addressed, even if the answer is "none".
4. Check the holiday figure against the annual leave policy and the statutory 5.6-week minimum before issuing.
5. Get a signed copy back and file it; an unsigned statement still counts, but a signed one ends arguments.
6. Diarise reissuing a change notice whenever pay, hours, role, or place of work changes.

Official guidance

- › [GOV.UK — Employment contracts and conditions](#)
- › [GOV.UK — Holiday entitlement rights](#)

This template is provided in good faith and for general information — it is not legal advice. Adapt it to your organisation and, where your sector carries specific legal requirements, have the finished document reviewed by a qualified adviser. The live version at <https://trainedteam.com/templates/written-statement-employment-particulars> is kept current; this file is a snapshot.