

## Offering someone a job

Once you've decided who to hire, you can make them a job offer.

You can make a job offer verbally, but it's better in writing to avoid misunderstandings later on.

### Check they have the right to work in the UK

When you offer someone a job, you must ask for proof that they have the right to work in the UK.

You could be fined if you do not check this.

[Check a job applicant's right to work on GOV.UK](#)

### Offering a job to someone from outside the UK

You should plan ahead if you want to offer a job to someone from outside the UK.

[Find out more about UK visa sponsorship for employers on GOV.UK](#)

### What to include in a job offer letter

A job offer letter should include:

- the job title
- confirmation you've offered them the job
- whether it's a 'conditional job offer' – if you have any conditions they must meet before you employ them, for example suitable references or a health check
- the terms – including salary, hours, benefits, pension arrangements, holiday entitlement and the location of work
- start date and any probationary period
- what they need to do to accept the offer or to decline it
- the name of the person to contact, with their contact details, in case they have any questions

You should ask the applicant to confirm in writing they've accepted the job.

[Use our job offer templates](#)

### If you change your mind

You can withdraw the job offer if the applicant did not meet the offer's conditions. For example:

- suitable references
- criminal record checks

You should tell them the reasons you're withdrawing the offer.

If you did not include any conditions as part of the job offer, it's known as an unconditional job offer. Withdrawing it could be against the law.

If you feel unsure about withdrawing an unconditional job offer, [contact the Acas helpline](#).

## Information you must give them when they start work

By law, you must give a [written statement of employment particulars](#) to anyone who's classed as an [employee or a worker](#). The written statement must include certain terms and conditions about the job.

You must provide this on or before the person's first day of work.

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