

When someone must get their statement

Employers must provide a 'principal statement' on or before the first day of work.

The principal statement [must include the main employment terms](#), like pay and working hours.

Employers can provide some terms in 'instalments', separate to the principal statement. However, they must provide them no later than 2 months after the start of the employment.

Instalments do not have to be given at the same time.

For example, the first instalment might provide details of pension arrangements. The second instalment might provide details of any disciplinary rules.

Everything in the written statement must follow the law (Employment Rights Act 1996).

For example, it's not legal to state that someone who is 22 years old will be paid £3.50 an hour, because this amount is below the minimum wage.

Workers should check their written statement. They should talk with their employer if there's anything they do not understand or agree with.

If someone does not understand their written statement

Employers should make sure staff understand their written statement. They might need to take extra steps to do this.

For example, the employer could:

- give someone more time to read their written statement
- explain some of it in more detail
- agree to translate it into another language
- provide it in braille or audio format

If you've not received your written statement

You can raise the issue with your employer if you've not received the written statement by the time it's due. It's a good idea to do this informally at first by [talking with your employer](#).

If you know the written statement exists but you've not received it, you can also make a formal 'subject access request'.

[Find out more about subject access requests on the Information Commissioner's Office website](#)

If you need to take things further

If you still do not receive your written statement, you can [raise a grievance](#). This is where you make a formal complaint to your employer.

If that does not resolve things, you might be able to make a claim to an [employment tribunal](#). You could get compensation. This would only happen if the tribunal upholds your claim alongside another one, for example unfair dismissal.

Related content

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