

## Written statements

### The right to a written statement

By law, employers must provide a 'written statement of employment particulars' to:

- anyone with the [legal status of employee](#)
- anyone with the [legal status of worker](#), unless they started their job before 6 April 2020

A written statement summarises the main terms of employment, such as pay and working hours.

Many people think this document is the [employment contract](#). However legally the contract is much broader than the written statement.

Employers must provide a written statement no matter how long someone is employed for.

### Agency workers

Agency workers have the same right to a written statement as other workers and employees.

[Find out more about agency workers](#)

### Written statement for someone who started their job before 6 April 2020

Employees who started their job before 6 April 2020 can ask their employer for a written statement that meets the new requirements.

They must still be working with the employer or be within 3 months of their leaving date. The employer must provide the written statement that meets the new requirements within 1 month.

Workers do not have the right to a written statement if they started the job before 6 April 2020. They can still ask their employer if they can provide it.

Workers who started a new contract after 6 April 2020 have the right to a written statement.

[Find out more about what must be included in a written statement](#)