

## Offering someone a job

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

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

Avoid using [information on someone's social media profile](#) when deciding whether to offer them a job.

### 6. What to include in a job offer letter

A job offer letter should include:

- the job title
- confirmation you've offered them the job
- any conditions, for example that the offer depends on 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 of any questions

[Download job offer templates and a checklist.](#)

It's a good idea to ask the applicant to confirm in writing they've accepted the job.

### Check their right to work in the UK

Before they start work, you must check they have the right to work in the UK. You could be fined up to £20,000 if you do not check this.

Find out more about [checking a job applicant's right to work on GOV.UK](#).

### Hiring someone from outside the UK

From 1 January 2021, you may need a sponsor licence to hire employees and workers from outside the UK. And anyone you recruit from outside the UK will need to meet certain requirements.

Find out more about [hiring someone from outside the UK](#).

## 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

It's a good idea to 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, [call the Acas helpline](#). We cannot tell you what to do or give [legal advice](#).

## Information you must give them when they start work

You must give [written terms](#) (a 'written statement of employment particulars') to anyone who's classed as an [employee or a worker](#). You must provide them on or before the person's first day of work.

Related content

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