

Offering someone a job

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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.

What to include in a job offer letter

A job offer letter should include:

- the job title
- confirmation that 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

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

You must give a [written statement](#) to your employee within 2 months of them starting work.

If you change your mind

Once you've made the job offer you can [withdraw the job offer](#) if the applicant did not meet conditions of the offer. For example:

- suitable references

- criminal record checks

It's a good idea to inform them of the reasons you withdrew 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. [Call the Acas helpline](#) or get legal advice if you need to withdraw an unconditional job offer.

Check their right to work in the UK

Before they start work, you must check they have the [right to work in the UK](#).

Your business could be fined up to £20,000 if you do not check that the person you hire has the right to work in the UK.