WRITTEN STATEMENT OF EMPLOYMENT PARTICULARS

Employment Rights Act 1996 s.1 (England, Scotland, Wales). Part 1 by the first day of work; Part 2 within 2 months. Northern Ireland: employees, within 2 months (art. 33). Yellow cells are inputs.

Deadlines and statutory notice	
First day of employment	04/01/2027
Principal statement due (GB: day one)	**04/01/2027**
Wider written statement due (and NI statement)	**04/03/2027**
Date notice is given	23/11/2027
Complete months of service	**10**
Statutory notice from the employer (weeks)	**1**
Statutory notice from the employee (weeks)	**1**

PART 1 · PRINCIPAL STATEMENT (day one)	
Employer	Example Ltd, 1 Market Street, Leeds LS1 1AA
Employee or worker	Sam Taylor
Job title or description of work	Warehouse operative
Start date	04/01/2027
Continuous employment began (if an earlier job counts)	Same as start date
Pay and how it is calculated	£27,495 a year (£14.10 an hour × 37.5 hours × 52 weeks)
Pay interval	Monthly, on the last working day, by bank transfer
Hours and days of work; whether they vary	Monday to Friday, 08:00 to 16:30, 30-minute unpaid lunch; overtime by agreement at 1.5×
Holiday entitlement and bank holidays	28 days a year including bank holidays; leave year 1 January to 31 December
Sick pay and procedures (day one)	Statutory Sick Pay; report absence by 09:00 on the first day
Other paid leave (day one)	Statutory maternity, paternity, adoption, shared parental and parental bereavement pay
Notice (day one)	Employer: 1 week after 1 month, then 1 week per full year from 2 years, up to 12 weeks. Employee: 1 week
Duration, or end date if fixed term	Permanent
Probation period and conditions	3 months, with reviews at 4 and 10 weeks
Place of work; relocation; employer's address	Unit 4, Leeds; no relocation
Other benefits	Workplace pension; free parking
Obligatory training and who pays	Manual handling and forklift training, paid by the employer
Work outside the UK for more than a month	Not expected
PART 2 · WIDER WRITTEN STATEMENT (within 2 months)	
Pensions and pension schemes	Auto-enrolment workplace pension: employer 3%, employee 5% of qualifying earnings
Collective agreements	None
Other (non-compulsory) training	Leadership course on request after probation
Disciplinary and grievance procedures	Staff handbook section 4, following the Acas Code of Practice

Signed for the employer: _____ Received by the employee or worker: _____ Date: ____/____/_____

Notify changes in writing within one month. Pay must meet the minimum wage for the worker's age (£12.71 at 21 and over; £13.21 from 1 April 2027). Template only, not legal advice. Sources: legislation.gov.uk ERA 1996 ss.1 and 86; GOV.UK employment contracts; NI Direct.