



What to Do If You Are Leaving Your Job

Leave with clear dates, a safe handover and a check of your final pay.

For care workers in England, Scotland and Wales. Northern Ireland has separate employment rules: contact the Labour Relations Agency. General information, not individual legal advice. Rights depend on employment status, contract and circumstances. No assessment or certificate.

What to do now

Check your notice terms before resigning. If you feel forced out or are reacting to a serious dispute, get advice before making an irreversible decision. When you decide to leave, communicate clearly to the appropriate person and ask for acknowledgment and an agreed final working date.

What to ask

Ask about notice, outstanding holiday, final pay, any proposed deductions, P45 and return of property. Ask how ongoing care tasks and responsibilities should be handed over. If you want a shorter notice period, request agreement rather than assuming it will be accepted.

What to record

Keep your resignation, acknowledgment, agreed last day and final payslip. Make an authorised handover and obtain a receipt for keys, devices or uniforms where relevant. Retain your own certificates and employment documents through approved routes, without taking confidential care or company records.

What to avoid

Do not announce a departure to residents before agreeing an appropriate communication plan. Do not delete work records or retain access after leaving. Avoid assuming resignation can always be withdrawn. Check a disputed deduction rather than accepting that anything labelled a training cost is automatically payable.

Words you can adapt

Please accept this as notice of my resignation. Based on my notice period, I understand my final day will be [date]; please confirm. Please advise on handover, remaining holiday, final pay and returning property. I would appreciate written acknowledgment.

Where to get help

Acas or your union can help with notice and final-pay disputes. Obtain individual advice before alleging constructive dismissal or signing a settlement. Check any claim deadline promptly even if you are still exchanging messages with the employer after leaving.

Your next steps

- Check notice before resigning.
- Confirm the final date.
- Complete safe handover.
- Check final pay and documents.

Sources and further help

[Acas: Resignation](#)

[Acas: If wages are not paid](#)

[Acas: Employment tribunal time limits](#)

[Northern Ireland: Labour Relations Agency](#)

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