

EMPOWERING PEOPLE.

BUILDING SKILLS.

CREATING OPPORTUNITY.



LEAVE WELL.
MOVE FORWARD.
BUILD YOUR FUTURE.



This guide explains your rights and responsibilities when leaving a job so you can do it in the right way and keep doors open for the future.



LEAVING A JOB PROFESSIONALLY



Leaving a job is a normal part of working life. Handling it professionally protects your rights, your reputation and future opportunities.



1. CHECK YOUR CONTRACT

Check your employment contract for important details:

- Notice period
- Garden leave (if included)
- Any contractual obligations (e.g. confidentiality, non-compete)
- Returning company property

Following your contract helps you leave on good terms.



2. GIVE THE CORRECT NOTICE

You must give your employer the correct notice as stated in your contract.

- Give notice in writing.
- Include your last working day.
- Keep a copy for your records.
- Your employer can't make you work your notice if you resign, but you must still give it.

Notice shows respect and keeps relationships positive.



3. TALK TO YOUR MANAGER

Arrange a private meeting to tell your manager.

- Be honest, positive and professional.
- Avoid negative comments about the company or colleagues.
- They may ask you to leave immediately – this is normal.

A respectful conversation helps you leave well.



4. HANDOVER PROPERLY

A good handover helps your team and shows professionalism.

- Complete outstanding work.
- Share important information.
- Create a handover document if possible.
- Offer to help during your notice where reasonable.

Leave things in a better place than you found them.



5. KEEP INFORMATION CONFIDENTIAL

Even after you leave:

- Keep company and client information confidential.
- Follow data protection rules.
- Do not use or share confidential information.
- Return company property and delete confidential data.

Protecting information protects you and your reputation.



6. REFERENCES

You have the right to a reference.

- Employers usually only confirm your job title, dates of employment and basic duties.
- You can request a reference.
- If you have concerns, speak to Acas or seek independent advice.

A good relationship now can help your future.



7. FINAL PAY & ENTITLEMENTS

When you leave, you are entitled to:

- Your final pay (including notice pay if you are required to work it)
- Payment for holiday you've taken but not been paid for
- Any other payments you are owed (e.g. bonuses, commissions)
- Your P45 – needed for tax

Your employer must pay you on or before your last working day.



8. AFTER YOU LEAVE

After leaving your job:

- Update your address with HMRC if needed.
- Think about your next steps.
- Keep in touch with positive contacts.
- Use your experience to build your future.

Every ending is a new beginning.



9. KNOW YOUR RIGHTS

If you feel you've been treated unfairly when leaving:

- Raise your concerns with your employer.
- Follow your company policy.
- Contact Acas for free, impartial advice.
- You may be protected by law (e.g. whistleblowing, discrimination).

You have rights. Get advice early.



REMEMBER



Be professional.
Be positive.



Follow your contract.



Respect others.
Protect your reputation.



Leave well.
Move forward.



NEED SUPPORT?

Drae & Dre Collective CIC can help you understand your employment rights and signpost you to further support.



VISIT OUR WEBSITE

www.draeanddre.com



This guide provides general information and should not be taken as legal advice. It is based on current UK employment law for most adult workers (18+) in Great Britain. Some occupations and workers under 18 may have different legal entitlements. Employment law and workplace guidance may change over time.



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