

Quitting a job in Japan: a checklist

Notice, leave, documents, insurance and visa — deadlines counted from your last working day.

Last working day: _____

Write the date here: the deadlines on the right count from it. “14 days” means no later than the 14th day after it.

Before you give notice

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| ☐ 1. Read the rules of employment (就業規則, shūgyō kisoku): notice period, bonus, severance pay.
japaneasy.io/work/resignation/#law | in advance |
| ☐ 2. Hand in a resignation notice (退職届, taishoku todoke) and keep a copy. On an open-ended contract — at least 2 weeks ahead.
japaneasy.io/work/resignation/#notice | at least 2 weeks before |
| ☐ 3. Use up your remaining annual paid leave (有給, yūkyū) — unused days are lost on your leaving date.
japaneasy.io/work/resignation/#leave | by your last day |
| ☐ 4. Check the reason for leaving on the employer’s form (離職証明書) before you sign it — your unemployment benefits depend on it.
japaneasy.io/work/resignation/#documents | by your last day |

Last day

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| ☐ 5. Return company property: ID card, keys, laptop, the company’s Health Insurance Eligibility Certificate (資格確認書); log out of work accounts.
japaneasy.io/work/resignation/#documents | on your last day |
| ☐ 6. Ask for the certificate of loss of insurance eligibility (資格喪失証明書, for the city office) and, if you need it, a certificate on separation from employment (退職証明書); check that you have your Employment Insurance card (雇用保険被保険者証) and Basic Pension Number Notice (基礎年金番号通知書).
japaneasy.io/work/resignation/#documents | on your last day |
| ☐ 7. Last wages and any money or belongings of yours — the company must hand them over within 7 days of your request (Labor Standards Act, Article 23).
japaneasy.io/work/resignation/#documents | 7 days after you ask |

After you leave

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| ☐ 8. Notify immigration that your contract has ended.
japaneasy.io/work/resignation/#visa | 14 days |
| ☐ 9. National Health Insurance and the National Pension at the city office — if the new job does not start straight away.
japaneasy.io/work/resignation/#insurance | 14 days from the next day |
| ☐ 10. Or keep your company health insurance (optional and continued coverage, 任意継続) if you were insured for 2+ months in a row — you pay the whole premium.
japaneasy.io/work/resignation/#insurance | 20 days from the next day |
| ☐ 11. Family: dependents lose the company insurance with you — enroll each one in National Health Insurance; a spouse aged 20–59 (Category III, 第3号) switches to the National Pension.
japaneasy.io/work/resignation/#family | 14 days |

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| ☐ | 12. Get the withholding record (源泉徴収票) — for your new employer or a tax return.
japaneasy.io/work/resignation/#documents | within a month |
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| ☐ | 13. Unemployment benefits: go to Hello Work with the separation notice (離職票, rishokuhyō) without delay. The right lasts 1 year from the day after you leave; after that the payments stop.
japaneasy.io/work/insurance/unemployment/ | as soon as possible; the right lasts 1 year |
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| ☐ | 14. Resident tax: the rest comes out of your last salary (required if you leave between January and April and the pay covers it) or you pay with slips from the city office.
japaneasy.io/work/resignation/#insurance | after you leave |
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| ☐ | 15. Out of work in your status — no more than 3 months; with a new contract, one more notification within 14 days.
japaneasy.io/work/resignation/#visa | the 3-month line |
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Every item is explained on japaneasy.io/work/resignation/. Your insurance and pension: japaneasy.io/work/insurance/.

Free help in English: Foreign Residents Support Center (FRESC), 0570-011000, weekdays 9 a.m. to 5 p.m. — status of residence, work and legal questions; Telephone Consultation Service for Foreign Workers (Ministry of Health, Labour and Welfare), 0570-001-701, Monday to Friday 10 a.m. to 3 p.m., closed noon to 1 p.m. — problems at work.