

[Date]

[Occupant Name]
[Property Address]
[Unit Number]

Subject: Voluntary Departure Incentive Offer

Dear [Occupant Name],

On behalf of [Company Name/Portfolio Name], we are writing to offer you a voluntary incentive to vacate the premises located at [Property Address].

We are currently reviewing the future use of this property and would like to offer you the following "Buy-Out" agreement:

Incentive Amount: \$[Amount]

Departure Date: [Date]

Conditions:

- The property must be delivered in "broom clean" condition.
- All personal belongings must be removed by the Departure Date.
- All keys and access devices must be returned to management.
- The occupant must sign a formal Surrender of Possession agreement.

If you accept this offer, the incentive payment will be issued to you via [Check/Wire Transfer] within [Number] days of your successful move-out and inspection.

Please note that this is a voluntary offer. If you are interested in discussing this further, please sign below or contact [Contact Name] at [Phone Number/Email] by [Expiration Date].

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acceptance:

I, [Occupant Name], hereby accept the terms of this departure offer.

Signature: _____ Date: _____