

**Date:** [Date]

**To:** [Tenant Name]

**Property Address:** [Rental Property Address]

**Subject: Approval of Early Lease Termination Due to Job Relocation**

Dear [Tenant Name],

This letter is to formally acknowledge and approve your request to terminate your lease agreement dated [Lease Start Date] for the property located at [Property Address].

We understand that this request is due to a mandatory job relocation. Based on the documentation provided and the terms discussed, we have agreed to the following conditions for your early move-out:

- **Final Move-Out Date:** Your tenancy will officially end on [Date].
- **Early Termination Fee:** [A fee of \$Amount / No fee] will be charged as per our agreement.
- **Rent Obligations:** You are responsible for prorated rent up until [Date].
- **Property Condition:** The unit must be vacated in a clean condition, free of trash and personal belongings, to ensure the return of your security deposit.

A move-out inspection is scheduled for [Date] at [Time]. Please ensure all keys and access remotes are returned at that time.

Regarding your security deposit, a statement of account and any applicable refund will be mailed to your forwarding address within [Number] days of your move-out, as required by law.

We wish you the best of luck with your relocation and your new position.

Sincerely,

[Landlord or Property Manager Name]

[Company Name, if applicable]

[Phone Number]

[Email Address]