

Date: [Date]

To: [Tenant Name]

Property Address: [Rental Property Address]

Subject: Acceptance of Conditional Early Lease Termination

Dear [Tenant Name],

I am writing to formally acknowledge and accept your request for the early termination of your lease agreement, dated [Original Lease Start Date], due to your professional job transfer to [New City/Location].

This acceptance is conditional upon the following terms being met:

- **Move-Out Date:** Your new move-out date is set for [Date].
- **Termination Fee:** A fee of \$[Amount] must be paid by [Date].
- **Proof of Transfer:** Documentation from your employer verifying the relocation must be provided.
- **Property Condition:** The unit must be vacated in clean condition, free of damage, and all keys returned.
- **Rent Obligations:** You remain responsible for all rent payments and utilities until the agreed move-out date.

Once the move-out inspection is completed and all conditions above are satisfied, your security deposit will be processed according to the original lease terms and local laws.

Please sign and return a copy of this letter to confirm your agreement to these conditions.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]

Tenant Agreement:

I, [Tenant Name], agree to the conditions stated above for early lease termination.

Signature: _____ Date: _____