

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Address:** [Insert Property Address/Unit Number]

**Subject: Notice of Housing Concession Expiration and Notice to Vacate**

Dear [Employee Name],

This letter serves as formal notification that your employee housing concession for the property located at [Insert Address] is scheduled to expire on [Insert Expiration Date].

As per the terms of your [Employment Agreement/Housing License Agreement] dated [Insert Date], the provision of company-provided housing was contingent upon [Insert Condition, e.g., your temporary assignment / your current employment status / the fixed term of the concession].

Please take note of the following important dates and requirements:

- **Expiration Date:** Your right to occupy the premises will end on [Insert Date].
- **Move-Out Deadline:** You are required to vacate the premises and return all keys no later than [Insert Time] on [Insert Date].
- **Inspection:** A final walk-through inspection is scheduled for [Insert Date/Time]. Please ensure the unit is clean and all personal belongings are removed prior to this time.
- **Key Return:** All keys, fobs, and parking passes must be returned to [Insert Department/Location].

Failure to vacate the premises by the specified date may result in [Insert Consequences, e.g., daily holdover fees / legal action].

If you have any questions regarding this transition or if you wish to discuss personal rental options (if applicable), please contact [Insert Name/Department] at [Insert Phone/Email] no later than [Insert Date].

Thank you for your cooperation in this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]