

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

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

**Subject: Notice of Expiration of On-Site Employee Housing Agreement**

Dear [Employee Name],

This letter serves as a formal notice that your On-Site Employee Housing Agreement for the property located at [Insert Unit Address] is scheduled to expire on **[Insert Expiration Date]**.

In accordance with the terms of your agreement, please take note of the following requirements regarding your move-out:

- **Vacating the Premises:** You are required to vacate the unit and remove all personal belongings no later than [Insert Time] on [Insert Date].
- **Key Return:** All keys, fobs, and access cards must be returned to [Insert Department/Location] by the time of departure.
- **Inspection:** A final walk-through inspection is scheduled for [Insert Date] at [Insert Time]. Please ensure the unit is clean and in good condition to avoid any repair or cleaning charges.
- **Forwarding Address:** Please provide your updated mailing address to the Human Resources department for the delivery of final documents or mail forwarding.

[Optional: If a renewal is possible, insert details here. Otherwise, state: Please note that this agreement is not eligible for renewal at this time.]

If you have any questions regarding the move-out process or your housing status, please contact [Insert Name/Department] at [Insert Phone Number/Email] as soon as possible.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]