

## FINAL NOTICE TO VACATE

Date: [Insert Date]

To: [Employee Name]

Address: [Unit Number/Property Address]

Subject: Final Notice to Vacate - Expiration of Employee Housing Agreement

Dear [Employee Name],

This letter serves as formal and final notice that your right to occupy the premises located at [Insert Address] will expire on [Insert Departure Date].

As previously communicated, your eligibility for company-provided housing was contingent upon your employment with [Company Name]. Since your employment [ended/is ending] on [Insert Date], your housing agreement has reached its expiration date as per the terms of your Housing Contract.

You are required to:

- Vacate the premises no later than [Insert Time] on [Insert Date].
- Remove all personal belongings from the unit.
- Return all keys, fobs, and access cards to [Insert Department/Location].
- Ensure the unit is left in a clean and undamaged condition.

A move-out inspection is scheduled for [Insert Date/Time]. Please contact [Insert Name/Phone] to confirm this appointment.

Failure to vacate the property by the deadline mentioned above may result in legal action to recover possession of the unit, which may include eviction proceedings and responsibility for associated legal costs.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]