

**DATE:** [Insert Date]

**TO:** [Employee Name]

**ADDRESS:** [Housing Unit Number/Address]

**SUBJECT: IMMEDIATE NOTICE TO VACATE EMPLOYEE HOUSING**

Dear [Employee Name],

This letter serves as formal notice that your right to occupy the company-provided housing located at [Address] has expired as of [Date of Termination/End of Contract].

According to your Employee Housing Agreement, occupancy is contingent upon your active employment with [Company Name]. Since your employment ended on [Date], you are no longer eligible to reside on the premises.

**You are required to vacate the premises immediately.**

Please ensure the following actions are taken by [Time] on [Final Date]:

- Remove all personal belongings from the unit.
- Clean the premises and remove all trash.
- Return all keys and access fobs to [Department/Person].
- Complete a final walkthrough with [Manager Name].

Any personal property remaining after the deadline will be considered abandoned and handled according to local laws. Failure to vacate may result in legal action to recover possession of the property.

If you have questions regarding this notice, please contact [Contact Name] at [Phone Number] immediately.

Sincerely,

[Your Name]

[Your Title]

[Company Name]