

[Date]

[Employee Name]

[Unit/Address]

[City, State, Zip Code]

Subject: Notice of Lease Expiration and Requirement to Vacate Employee Housing

Dear [Employee Name],

This letter serves as formal notification that your residential lease agreement for the employee housing located at [Address] is scheduled to expire on [Lease End Date].

As per the terms of your employment and housing agreement, this lease will not be renewed. You are required to vacate the premises and return all keys no later than [Time] on [Move-Out Date].

Please ensure the following steps are completed prior to your departure:

- Remove all personal belongings from the unit.
- Ensure the unit is cleaned and returned to its original condition (minus normal wear and tear).
- Remove all trash and debris.
- Schedule a final walk-through inspection with [Department/Contact Person] by [Date].
- Return all keys, gate remotes, and access cards to [Location/Office].

Any personal property remaining in the unit after [Move-Out Date] will be considered abandoned and may be disposed of in accordance with local laws and company policy.

If you have any questions regarding the move-out process or your final inspection, please contact [Contact Name] at [Phone Number/Email].

We thank you for your cooperation and wish you the best in your transition.

Sincerely,

[Your Name/Signature]

[Your Job Title]

[Company Name]