

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Property Address: [Insert Full Address of Staff Housing]

Subject: Notice to Vacate Due to Expiration of Housing Contract

Dear [Employee Name],

This letter serves as formal notification that your staff housing contract for the property located at the address above is scheduled to expire on [Insert Expiration Date].

As per the terms of your Housing Agreement, this contract will not be renewed. Therefore, you are required to vacate the premises and return the keys no later than [Insert Move-Out Time] on [Insert Move-Out Date].

Before your departure, please ensure the following:

- All personal belongings are removed from the premises.
- The unit is cleaned and returned in the same condition as when you moved in.
- All utility bills (if applicable) are settled.
- A final move-out inspection is scheduled with [Insert Name/Department] on [Insert Date/Time].

Please contact the Housing Department at [Insert Phone Number/Email] to coordinate the handover of keys and the final inspection.

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]