

Date: [Insert Date]

To: [Employee Name]

Address: [Unit Number/Property Address]

Subject: Notice to Vacate Due to Seasonal Housing Expiration

Dear [Employee Name],

This letter serves as formal notice that your occupancy of the employer-provided housing located at [Address] is scheduled to end.

As outlined in your Housing Agreement and your seasonal employment terms, your eligibility for company housing is tied to your seasonal work contract. Your seasonal employment is scheduled to conclude on [Employment End Date]. Consequently, you are required to vacate the premises no later than [Time] on [Move-Out Date].

Before your departure, please ensure the following:

- All personal belongings are removed from the unit.
- The unit is cleaned and returned to its original condition.
- All keys/fobs are returned to [Location/Person].
- A final walk-through inspection is scheduled with [Name] on [Date/Time].

Failure to vacate the premises by the date specified above may result in further action according to local regulations and company policy.

If you have any questions regarding the move-out process or your final paycheck, please contact the Housing Department or Human Resources at [Phone Number/Email].

We thank you for your hard work during this season and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]